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|  | Class Teacher  Application Pack |
| ***Hand In Hand We Learn*** | Logo  Description automatically generated |

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# Letter from Cathie Paine, Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

#### Catherine Paine

#### Chief Executive, REAch2 Academy Trust

**Letter from Sal Ducker, Executive Headteacher, Civitas Academy**

Dear Candidate,



I am delighted that you have expressed interest in in the post of Class Teacher

#### Overview

Are you a leader and teacher who believes in giving all pupils the very best opportunities to succeed, whatever their barriers? Do you want the opportunity to be part of a great team who want to make a difference to the lives of all the children at Civitas? Are you passionate that all children deserve the very best learning opportunities, regardless of their background or barriers? If so, we would love to hear from you! At Civitas Academy, we are looking for the right person to have responsibility for leading the Early Years area and providing those children with the building blocks to succeed.

#### About us

Civitas Academy is a brand new two-form entry school that opened in the heart of Reading, Berkshire in 2015. The school currently has around 400 pupils and is currently graded as ‘good’ by Ofsted in 2018.

The academy is now looking to appoint a new Class Teacher to join us in September 2023 and be an integral part of the school. We are looking for a special teacher with vision and dedication and someone who isn’t afraid of hard work. Being part of our exciting journey of improvement will be very rewarding over the coming years. To see more information about the school, please visit our website [Civitas Academy](http://www.civitasacademy.co.uk/)

#### Sal Ducker

#### Executive Headteacher, Civitas Academy

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We

notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing

**inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org/)

# The role

## Class Teacher at Civitas Academy

The role of Class Teacher is pivotal to the success of Civitas and all its pupils.

This post is class based, with time out of class for PPA. The post holder is expected to offer quality teaching and ensure quality first teaching is available for each child, no matter what.

At Civitas, we rightly pride ourselves on the high expectations we place on the academic achievements and behaviour of all children, whatever their need, as well as a broad, diverse and engaging curriculum underpinned by global citizenship. Civitas Academy is a highly inclusive setting, valuing all children’s achievements and cultural differences, ensuring that each child is given every opportunity to meet their full potential and shine in whatever they would like to do.

At Civitas Academy we want to provide opportunities for all children to be their ‘*best version of a Civitas Child*; we want our children to grow up knowing who they are, how they fit into the world and how they contribute back.

#### What we’re looking for

We are looking for someone with a passion for teaching. We want someone who can live and breathe inclusion and diversity, celebrate the range of children we have at Civitas, and champion their needs to ensure that all children have every opportunity to succeed. This starts with a candidate who is a skilled practitioner who can model excellent, inclusive practice to others. We’re looking for someone who is a team player, who can work alongside the energetic and skilled senior leadership team and be both strategic and operational when required.

The post is open to ECTs to apply as well as experienced staff.

We want someone who has:

* The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence
* Excellent inter-personal skills
* Experience as an effective good and outstanding classroom teacher
* Excellent communication skills and a good sense of humour
* Good organisational skills
* Creativity which drives all aspects of teaching and learning.

In return we can offer:

* A firm commitment to you and your professional development
* Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
* A growing learning community
* Encouragement to develop new ideas and the opportunity to make a real difference
* Coaching and mentoring from the trust and school leaders
* Fantastic trust wide CPD opportunities
* Vast opportunities for career progression

# The application

In applying for this post, you are required to submit:

* + A completed REAch2 Academy Trust application form (found with this application pack) which refers to the Person Specification

The person specification contains the criteria that the selection panel will use in the selection process.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality &](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) [Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

Civitas Academy has a rigorous Safeguarding policy and is committed to the welfare of every child. Consequently, all short-listed candidates will be asked for two references before interview, and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required. Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion or come and take a look around with the Executive Headteacher, please contact Emma Lelliott, School Business Manager,

[finance@civitasacademy.co.uk](mailto:finance@civitasacademy.co.uk) or telephone 0118467 6720 in the first instance.

#### The application process and timetable

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| **Application deadline:** | Considered upon receipt  Please send completed applications to: recruitment@civitasacademy.co.uk |
| **School visits:** | Via pre-arranged negotiation. Please call the school to arrange: 0118 467 6720 |
| **Interviews:** | tba |
| **Contract details:** | Permanent |
| **Working hours** | Full-time (part-time would be considered if another suitable candidate was able to complement the part-time working hours) |
| **Salary:** | MPS/UPS + TLR2a |
| **Start date:** | 1st September 2023 |

The candidates selected for formal interview will be informed after shortlisting and full details of the interview programme will be provided. Please note that we reserve the right to close applications sooner, if suitable candidates apply. Therefore, if you intend to apply, please do make contact with the school.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant’s abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

**Job Description**

**Job Title:** Teacher

**Salary:** Main Pay Scale

**Responsible to:** SLT

**Job purpose:** To work with colleagues and children to create the best possible learning environment and to enable all children to achieve the highest standards possible.

**Key Responsibility Areas**

**The Main Duties and Responsibilities of the post are:**

This job is to be performed in accordance with the School Teachers’ Pay and Conditions Document.

**Achievement:**

* To ensure all pupils make good progress from their starting points
* To close the achievement gap for any underperforming groups of pupils
* To ensure that all pupils aspire towards national age-related expectations or above

**Teaching:**

* To be a motivated, enthusiastic quality teacher.
* To deliver the school’s curriculum, including new educational initiatives, and use a wide range of teaching styles which take into account the diverse demands of children’s learning thereby supporting the ethos of the school.
* To plan according to the school’s policy, work which addresses the wide range abilities and enables all pupils to achieve their full potential.
* To acknowledge and identify children’s needs in accordance to the school’s SEN policy
* To mark, record and assess pupil’s work in accordance with the relevant school’s policies.
* To keep records of achievement in accordance with the school’s policies.
* To support the Leadership in all areas of agreed school policy and practice.
* To communicate to Team Leaders or SLT any areas of concern.
* To co-ordinate a named curriculum area or aspect, reviewed annually.

**Other Expectations**

* To know, understand and follow the school’s Safeguarding policy and procedures
* To be concerned with the general welfare of the children and report any concerns of safeguarding children to the designated person
* To create a stimulating and well-organised environment in which all children develop academically, emotionally, physically and socially.
* To develop a wide range of pupil’s skills and encourage independence.
* To provide opportunities for pupils to present their work in a variety of ways.
* To create an atmosphere that encourages care and concern for others and their environment, whilst promoting self-confidence, self-esteem and self-control. To uphold high standards of discipline and show consistency in dealing with children’s behaviour, whilst understanding the needs of the individual. To be responsible for the discipline of all children in the school as needs arise and act according to the school’s Behaviour Policy.
* To write records of and reports on the personal and social needs of pupils.
* To maintain a positive relationship with parents.
* To meet with and consult with parents of pupils regularly.
* To liaise with external agencies.
* To maintain confidentiality where appropriate.
* To implement the school’s Health and Safety Procedures as outlined in the school’s policy
* To keep up to date with current educational issues and further one’s own professional development.
* To participate in self-evaluation and performance management.
* To provide basic first aid and seek assistance when necessary.
* To participate in and contribute to staff meetings and training.
* To participate in the supervision of students in training when required.
* To undertake any other duties as directed by the Headteacher

**This job description will be informed by the Pay and Conditions document and will be reviewed annually.**

**Person specification**

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|  | **Essential** | **Desirable** | **Evidence** |
| Qualifications | Qualified Teacher Status (QTS) | Further continuous Professional Development  First aid training  Pivotal Behaviour Training | Application Form |
| Experience | Proven ability as an excellent trainee teacher or classroom teacher  Ability to build relationships and work within a team of professionals | Proven record of successful subject leadership  Experience in supporting children with EAL and SEN including BSED needs | Application Form |
| Professional Knowledge, Skills and Understanding | Knowledge of what constitutes good or better teaching and learning | An understanding of the new Ofsted framework and descriptors | Letter of application Interview |
|  | Inclusion and best practice for engaging all learners | Team teach or similar de- escalation training |  |
|  | High expectations related to appropriate rates of pupil progress and attainment | Extra-curricular qualification/sports coaching accreditation |  |

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|  | What constitutes successful and appropriate relationships with children  Basic child protection practice  Effective organisational skills  Ability to build supportive relationships with parents and carers.  Ability to deal positively with challenging behaviour |  |  |
| Curriculum | National curriculum, relevant programmes of study and assessment strategies  Sound ICT skills | Knowledge of statutory assessments at KS1 and KS2 (SATs)  Experience of working with a successful integrated curriculum  An understanding of the changes informing the National Curriculum 2014. | Letter of application Interview |
| Professional Values | High expectations | Support for enriched curriculum through out of | Letter of application  Interview |

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|  | Learning should be engaging and inspiring  Developing positive learning behaviours  Commitment to the personal welfare and safeguarding of children | hours learning and educational visits |  |
| Personal  Qualities | Displays sensitivity in dealing with children  Open minded, self-evaluative and adaptable to change  Willingness to be involved in the wider life of the school  Ability to prioritise  Good interpersonal and communication skills  A willingness to learn and the will to continue to strive for excellence | Demonstrate a commitment to environmentally-friendly and sustainable work practices  Brings personal interest and enthusiasms to the school community  Aspirational and driven to be a future leader. | Letter of application  Interview  Reference |