



# Candidate Information Pack

Teacher



L.E.A.D. Academy Trust



## Contents

About the Trust	1
About us	2
Our vision and values	3
Working at Bishop Alexander Academy	4
Benefits of being part of L.E.A.D. Academy Trust	5
How to apply	6
Job description and Person specification	7





## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**





L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff







## Our Academies

### Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

*"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."*

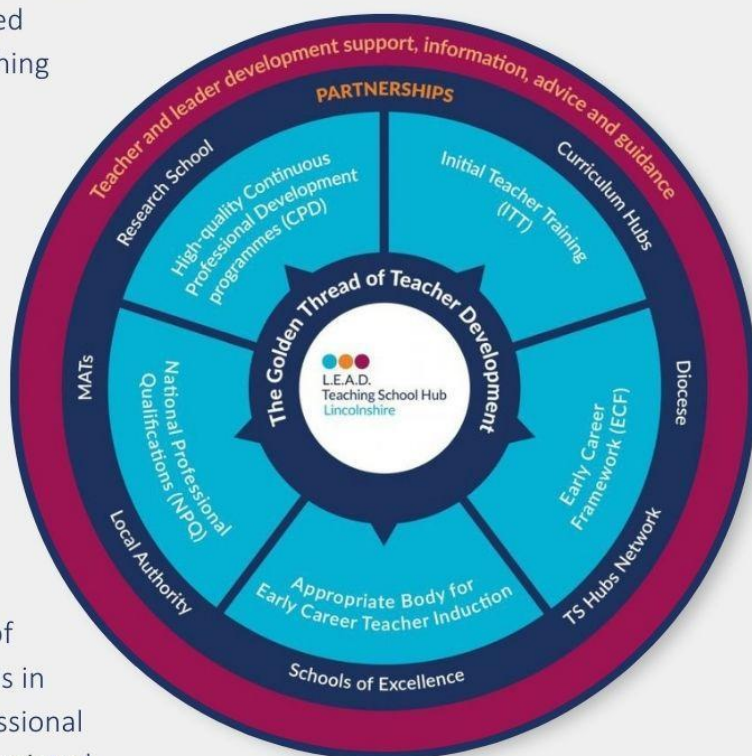
Witham St Hughs  
Academy  
Ofsted Report, 2012

## L.E.A.D. Teaching School Hub

**‘Working together to lead the highest outcomes for all.’**

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



## A message from the Headteacher

Thank you for your interest in this role.

I am proud to have been the Headteacher of Bishop Alexander Academy for 10 years, and consider myself lucky to work with remarkable pupils, dedicated staff and supportive families. The people are what makes this academy special!

The **pupils** are enthusiastic and committed to their learning and show resilience and aspiration in all they do. They understand the importance of making mistakes and recognise these as learning opportunities. They show care for each other, but also for other members of the community. We firmly believe that this school belongs to the pupils', and their voice plays an essential part in the development of the academy. Pupils also undertake roles of responsibility such as Subject Ambassadors, Lunchtime Leaders and Active Citizens.



*Headteacher Mrs Nicky Spencelayh*

We have a highly committed team of **staff**, who inspire and care for our pupils. Our **parents** say, 'they are approachable staff' and provide a place in which 'their children flourish'. All staff are proud to be members of the Bishop Alexander team.

We believe that our pupils deserve the best education possible, and this is only possible through talented and well-trained staff. They have a wealth of CPD opportunities both within the academy and through L.E.A.D Teaching School Hub. Staff say they value these opportunities to develop.

The school is fortunate to have a strong and supportive **Governing Body**, who share our commitment to further strengthen teaching and learning and ensure that all children reach their full potential. They also share a keen interest in the staff and their welfare.

I strongly encourage you to visit the academy, and see our caring, yet challenging, ethos in practice

## About Bishop Alexander Academy

We are a one-form entry academy with 220 pupils, which consists of a modern school building with extensive grounds. There is a diverse community, with 13 different home languages spoken, and pupils come from a range of backgrounds. We are passionate about pupils being able to 'see' themselves in our curriculum, and we pride ourselves on our inclusive ethos.

Our curriculum follows a two-year cycle and starts literally 'on our doorstep', in that it is about our local community and Newark itself. We feel that the children need a sense of belonging and pride in where they live, before they learn and appreciate the wider world. Our curriculum themes are carefully chosen and reflect the needs of our pupils. The whole school follow the same theme and come together at the end for a common purpose.

# Benefits of being part of the Trust



## Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

**OFSTED March 2024:**

***“Pupils feel happy and safe at this school.  
Parents who share a view described  
a welcoming environment,  
approachable staff and a place in  
which their children flourish.”***





## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to [admin@bishopalexanderacademy.co.uk](mailto:admin@bishopalexanderacademy.co.uk)

**CLOSING DATE:** Tuesday 13<sup>th</sup> May

**INTERVIEWS:** We expect interviews to take place **Friday 16<sup>th</sup> May**

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email:  
[admin@bishopalexanderacademy.co.uk](mailto:admin@bishopalexanderacademy.co.uk)



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Head of School,  
Huntingdon Academy



## Job description

### Key responsibilities and accountabilities

**Job Title:** Teacher

**Salary:** MPS/UPS

**Location:** Bishop Alexander L.E.A.D Academy

**Line Manager:** Head Teacher

### Teaching

50.2. Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

50.3. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

50.4. Participate in arrangements for preparing pupils for external examinations.

### Whole school organisation, strategy and development

50.5. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

50.6. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

50.7. Subject to paragraph 52.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

### Health, safety and discipline

50.8. Promote the safety and well-being of pupils.

50.9. Maintain good order and discipline among pupils.

### Management of staff and resources

50.10. Direct and supervise support staff assigned to them and, where appropriate, other teachers.

50.11. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

50.12. Deploy resources delegated to them

[Taken from the Teachers' Pay and Conditions Document 2020 DfE](#)

### Job Purpose:

- To exemplify excellent classroom practice that results in high standards of learning and achievement for pupils/students in your care.
- To support the Senior Leadership Team in establishing a culture that promotes excellence, equality and high expectations of all pupils/students and the L.E.A.D Trust values.
- To ensure that your professional practice is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To ensure that you provide a safe and happy environment that promotes the welfare of children.
- To ensure all safeguarding and child protection policies are adhered to fully and without reservation in line with statutory duties.



## **Duties and Responsibilities:**

### **Teaching and learning**

- Set high expectations for all pupils/students which inspire, motivate and challenge pupils/students.
- Establish a safe and stimulating environment for pupils/students, rooted in mutual respect.
- Set goals that stretch and challenge pupils/students of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils/students.
- Promote excellent learning behaviours in the pupils/students so that they work hard in the academy and in completing tasks set for homework.

### **Promote good progress and outcomes**

- Be accountable for all pupils/students' attainment, progress and outcomes assigned to them.
- Be aware of pupils/students' capabilities and their prior knowledge, and plan teaching to build on these.
- Guide pupils/students to reflect on the progress they have made and their emerging needs.
- Demonstrate knowledge and understanding of how children learn and how this impacts on the organisation of the classroom and teaching.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.
- Encourage pupils/students to develop study skills in order to learn more effectively and with increasing independence.

### **Demonstrate good subject and curriculum knowledge**

- Have a secure knowledge of the relevant subjects and curriculum areas taught, foster and maintain pupils/students' interest in the subject, and address misunderstandings.
- Demonstrate a critical understanding of developments in the subjects and curriculum areas and promote the value of scholarship.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in all work produced.
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

### **Plan and teach well-structured lessons**

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

## **Adapt teaching to respond to the strengths and needs of all pupils/students**

- Know when and how to differentiate appropriately.
- Understand how a range of factors can inhibit pupils/students' ability to learn, apply this understanding to overcome these restrictions to learning.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils/students' education at different stages.
- Have a clear understanding of the needs of all pupils/students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

## **Make accurate and productive use of assessment**

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Make use of formative and summative assessment to secure pupils/students' progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Give pupils/students regular feedback, both orally and through accurate marking, and encourage pupils/students to respond to the feedback.

## **Behaviour and safety and Personal Development**

- Manage behaviour effectively to ensure a purposeful, stimulating and safe learning environment.
- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the site, in accordance with the academy's behaviour policy.
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils/students' needs in order to involve and motivate them.
- Maintain good relationships with pupils/students, exercise appropriate authority, and act decisively when necessary.
- Carry out playground/bus and other duties as directed and within the remit of the current School teachers' pay and Conditions Document.
- Promote and safeguard the welfare of children and young people within the academy, raising any concerns by following the academy safeguarding policies and procedures.
- Promote British values, equalities and pupils'/students' spiritual, moral, social and cultural development.

## **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the academy.
- Develop effective and collaborative professional relationships with colleagues, drawing appropriately on advice and specialist support.
- Deploy support staff effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and wellbeing.



- Provide the senior leadership team on request accurate, timely and coherent information about class, group or individual pupil/student progress and attainment in order to inform regular academy development planning.
- Carry out any such duties as may be reasonably required by the Headteacher.

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

### **Administration**

- Register the attendance of and supervise learners, before, during or after sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary and responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.

### **Resource Management**

- Responsibility for the safe use and safe keeping of Academy and Trust resources in line with the requirements of the role.

### **Influencing and Managing Relationships**

- Required to have positive working relationships with The Headteacher and Senior Leadership Team within the Academy and all other Trust schools as required.
- Positive working relationships with teaching and support staff, parents and other third party organisations as required.

## **Other Academy Specific Responsibilities**

- Subject Leadership Role

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



## Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Qualified teacher with QTS or recognised equivalent</li> <li>• Teaching experience within the age range and/or subjects applying for (NQT status may also be relevant)</li> </ul>	E E	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to create a stimulating and safe learning environment.</li> <li>• Ability to establish and maintain a purposeful working atmosphere</li> <li>• Ability to plans, prepare and deliver the curriculum as relevant to the age and ability group/subjects taught</li> <li>• Ability to assesses and record the progress of pupils learning to inform next steps and monitor progress</li> <li>• Ability to demonstrate a commitment to equal opportunities and uses a variety of strategies and practices to promote inclusion in the classroom</li> <li>• Ability to teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles</li> <li>• Ability to deploy a wide range of effective behaviour management strategies</li> <li>• Ability to demonstrate current knowledge and understanding of national and local education issues</li> <li>• Ability to contributes to a culture of collaborative working to develop professional practice</li> </ul>	E E  E E  E  E  E  E	D
<b>Experience</b>	<p>Demonstrable understanding of:</p> <ul style="list-style-type: none"> <li>• The developmental, emotional, social and educational issues of children and young people</li> <li>• Awareness of the range of needs of children within the classroom</li> <li>• Keeping children safe</li> </ul> <p>Proven experience:</p> <ul style="list-style-type: none"> <li>• Experience within teaching environment at relevant age level</li> <li>• Recent experience in work with children and families</li> <li>• Management Information Systems e.g. SIMS, G4S, MyConcern</li> </ul>	E  E E  E E	D

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Approachability, enthusiasm and creativity</li> <li>• Honesty and Integrity</li> <li>• Discretion</li> <li>• Patience, tolerance and sensitivity</li> <li>• Flexibility</li> <li>• Resilience</li> <li>• Organisational skills</li> <li>• Commitment to make a difference</li> <li>• Demonstrable commitment to personal CPD</li> </ul>	E E E E E E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• May be required to travel to other Trust locations or third-party services as part of the role</li> <li>• Hold a driving licence and have access to own vehicle</li> </ul>	E E	D



# L.E.A.D. Academy Trust

**Lead • Empower • Achieve • Drive**

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