



Community First
Academy Trust
Class Teacher
(Primary)
Application Pack

Community First Academy Trust
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www.cfat.org.uk

Required for September 2018

V1 Platt Bridge Community School – April 2018

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Welcome Letter

Dear Applicant

Thank you for your interest in the position of Class Teacher working with our Outstanding Primary School.

I am pleased that you are considering an application to work within our trust. In doing so you'll be joining an ambitious, vibrant and innovative team.

You'll be joining a team that offers:

- Pupils whose behaviour is good and who enjoy learning
- An exciting and caring environment in which to work
- A friendly and supportive staff who have high expectations of what can be achieved
- An ambitious and supportive leadership team with a clear vision for the school
- High quality support and professional opportunities
- A Board of Trustees who are extremely supportive of the sole purpose to attain the highest standard in all areas
- A genuine opportunity to make a difference.

We passionately believe that every child matters and that all pupils receive the very best education and become well rounded and successful individuals. We are dedicated to raising achievement, transforming learning and creating a truly dynamic 21st Century learning community.

We are seeking to appoint someone who is:

- Ambitious, energetic and enthusiastic
- Committed to sharing good practice
- Committed to raising standards
- Committed to delivering excellence
- Self-motivated, has excellent organisational skills and has personal drive to complete tasks to required timescales.

Community First Academy Trust consists of like-minded individuals and educational establishments who want the best for all pupils, staff, families and communities that we serve.

Our vision is a simple one. We want to provide every child with the outstanding education they deserve and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident and competent person with the highest aspirations to be the best they possibly can be.

Community First Academy Trust has a proven track record of primary school improvement and an established track record for producing outstanding results. It is our intention to build on this success by growing our family of high-performing academies with a shared vision and all working towards the same goal.

As we grow, we are delighted to welcome new and experienced employees into the trust each year, as well as the support staff that help our academies to thrive. If you are that individual, with the drive, inspiration and passion for learning and teaching who can work collaboratively with a dynamic Leadership Team to lead us forward into our next chapter, then we would welcome your application.

This is an exciting and very rewarding role and we look forward to receiving your application. For further information about Community First Academy Trust please visit our website at www.cfat.org.uk

Yours faithfully

Mrs Sue Darbyshire
Chief Executive Officer
Community First Academy Trust



Letter from the Director of HR

Dear Applicant

Thank you for your enquiry in relation to our role of Class Teacher.

At Community First Academy Trust we are proud of our achievements. As a trust; we also run a successful teaching school to provide high-quality training, development and support to new and experienced school staff. <https://westbridgetsa.co.uk/>

We similarly operate a Graduate teacher training scheme (Kingsbridge SCITT) and have an excellent track record recently being recognised by Ofsted as an Outstanding provider of teacher training. <http://www.kingsbridgeip.co.uk/home>

We recognise that our success is dependent on recruiting and developing the best and most talented staff.

We consequently offer a friendly, vibrant working environment with great benefits and opportunities for development and progression for those people prepared to work for it.

What can we offer you?

- A generous annual leave entitlement;
- Access to either the Local Government or the Teacher Pension Schemes;
- Competitive pay, reward and benefits;
- A committed Voluntary Living Wage employer;
- Childcare voucher scheme;
- Trust-wide enrolment to Simply Health with pre-paid cover for a wide range of everyday healthcare treatments;
- Access to a range of Local, National and International career opportunities;
- Additional staff leave benefits to those in place nationally;
- Leading Apprenticeship scheme with a generous starting salary;
- In-house Graduate teacher training scheme with routes into the exciting and rewarding world of teaching at primary and secondary levels;

An application pack is available from the trust website which also contains a wealth of useful information.

This can be found at www.cfat.org.uk This information pack includes the job description and person specification.

Closing date for applications: Monday 30th June 2018 at 17:00

We look forward to receiving your application and thank you for your interest in our academy and this position.

Should you have any questions about our trust or academy please do not hesitate to contact me on 01942 487999.

Yours faithfully

Mr Craig Holden
Director of HR
Community First Academy Trust



Community First
Academy Trust

Class Teacher

We are seeking to appoint an outstanding and committed Class Teacher to work as part of our Trust. The desired candidate will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of the Trust and its family of schools.

Salary:	Main Scale / UPS + CFAT Wellbeing Cash Plan + Additional CFAT Benefits
Start Date:	1 st September 2018
Contract Type:	Fixed term (initially for one academic year).
Working Pattern:	Full Time as specified in the School teachers' pay and conditions document
Closing Date:	Monday 11th June 2018 at 17:00

Do you wish to work in a supportive and ambitious school environment? An outstanding school where team work is valued and there is a caring, family ethos?

We are looking for two enthusiastic and innovative qualified teachers to join our expanding Academy team in September 2018. We pride ourselves on the number of opportunities available at our school to try new things and to develop your career. Candidates need to be committed to delivering the best learning opportunities for every child.

These vacancies are initially for a fixed contract for one year with a possibility of becoming permanent.

Applications are welcome from practitioners who are NQTs or those who are experienced. For NQTs, we will provide a highly successful NQT programme where you will train alongside other NQTs from across the Local network. This enables aspiring teachers to support and learn from each other. There is a structure of support and challenge with customised professional learning, and every NQT has a professional mentor.

What we are looking for:

- All teachers should be knowledgeable about and experienced in implementing current good practice across all areas of teaching. We are looking for people who enjoy teaching and have a desire to contribute to the development of the school.
- We are looking for applicants with:
- Excellent classroom practice and experience of working across EYFS and/or the primary range;
- Effective communication skills and a commitment to a collaborative team approach;
- Excellent organisational skills;
- Energy, loyalty, passion and integrity;
- An ambition to develop leadership skills and qualities;
- High aspirations for all children, themselves and a desire to raise standards;
- QTS (or equivalent) and an undergraduate degree.

For an informal and confidential discussion, please contact Ann Howard, Acting Head of School on 01942 487999.

Visits to the School are an important part of the recruitment process. Visits can be arranged via the school office. Please e-mail Lisa Butler, Office Manager, on L.Butler@cfat.org.uk or call 01942 487999.

Community First Academy Trust is committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures.

Vision and Values

About Community First Academy Trust (CFAT)

CFAT was one of the first Multi-Academy Trusts (MAT) in Wigan with plans to become a family of high performing primary academies, who, by working together will make a significant impact on the life chances of young people in our communities.

The whole purpose of a school is that children come first and everything we do must reflect this goal. Delivering teaching excellence is our overriding focus. Our family of academies work strategically together to deliver long term sustainability through efficiencies and savings that release resources to improve the rate of progress for all our children. This enables us to deliver the excellence in education that our communities deserve, by the sharing of best practice and the delivery of continuous and sustained improvement.

So far this has developed a strong focus on education whilst not losing sight of the individual child, alongside a range of back office developments that deliver a robust infrastructure for the future. This includes central finance, IT, HR and premises / estates management. Leadership development, succession planning and capacity building are also major priorities for the Trust.

Join CFAT and you will have:

The freedom to help & shape our schools: We believe every academy needs its own individual identity. So unlike other MATs, our Headteachers genuinely have the freedom to shape their school. We believe that this is the only way to truly meet the needs of a community, as being there every day means that they will know it better than anyone else.

A support network second-to-none: We passionately believe in the power of collaborative working and actively promote school-to-school support. This includes accessing support from our strong Teaching School Alliance (Westbridge) who offer a range of high quality professional development opportunities for staff at all levels. In this role, you will also have the support of other Headteachers, not to mention the strength of the wider CFAT group.

Boundless opportunities for career progression: When you deliver and achieve, you will be rewarded for your success – and that could be from leading multiple schools, to additional responsibilities that will impact across CFAT, through to Leadership roles. If you are ambitious, we will help you to succeed with pace.

A great social culture: We know how to enjoy ourselves and have a great team ethos. Conferences, summer parties, fun days and team building activities give you the chance to let your hair down with colleagues and know that your hard work is appreciated.

Our Teaching School (Westbridge Teaching School Alliance) will support the learning and personal / professional development of all staff within our academies, designing and delivering a range of bespoke programmes. Expert practitioners will be used to lead training at all levels from classroom practice level to senior leadership.

Community First Academy Trust staff also have access to CPD, through focused professional development, observation, coaching and support to further develop innovative, creative, and imaginative practice to ensure effective learning, progress and achievement.

The Trust is currently in discussion with other primary schools within the Wigan borough to join our family of schools.

Job Description

Class Teacher

Job purpose:	<ul style="list-style-type: none"> Under the reasonable direction of the CEO/Executive Headteacher and/or Head of School, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) at any school within Community First Academy Trust. Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate. Monitor and support the overall progress and development of children. Facilitate and encourage a learning experience which provides children with the opportunity to exceed their individual potential.
Reporting to:	The Headteacher / SLT Liaison / Subject Leader
Liaising with:	Headteacher, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians
Responsible for - Staff	No line management responsibility
Salary:	MPS / UPS
Working Hours:	Full Time as specified in the School teachers' pay and conditions document
Disclosure level:	Enhanced with Barred list check

Trust Ethos

- Community First Academy Trust believes strongly in sustained engagement and involvement with the local community in order to establish a wider responsibility of delivering academic excellence.
- Our mission is to ensure that every child develops as a confident and competent person with the highest aspirations to be the best they possibly can be.
- Promote the School and Trust by celebrating its success at every opportunity.
- Actively support and implement the Trust's corporate policies relating to safeguarding, equality and diversity, inclusion and health, safety and well-being.

Teaching

- Set high standards which inspire, motivate and challenge children and in turn promote excellent outcomes for children.
- Help develop and maintain a curriculum in line with the National Curriculum to meet the needs of individual children taking account of the wide range of ability and focussing on high achievement.
- Work with other members of staff, to ensure that the extremes of the ability range are catered for within the class.
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when appropriate.
- Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s).
- Ensure efficient use and maintenance of all teaching resources within the working environment and ensure available resources are used effectively to support the curriculum.
- Produce planning, which ensures continuity and progression, takes account of the individual needs of pupils and encourages the development of independent learners.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to chosen learning objectives.
- Liaise closely with other Key Stage Leaders to ensure continuity and progression across the whole school.

- Create and maintain an orderly, safe, stimulating and informative learning environment.
- Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- Set pupil targets, assess progress and maintain records in accordance with Trust policy.

Pastoral Care

- Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- Maintain a positive approach to child management, supporting the Trust's policies relating to attendance, punctuality and behaviour.
- Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- Ensure an agreed code of conduct is implemented following appropriate consultation with children and relevant staff.
- Maintain a system of rewards and sanctions which is understood and appreciated by all concerned.

Parental Involvement & Partnership

- Report appropriately to parents on the needs and progress of children.
- Encourage, advise and where appropriate involve parents in the education of their children and respond promptly to queries and concerns.
- Uphold the Trust's well-established links with the local community, partners, the LA and other agencies schools and academies.

Staffing

- Take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance excellence process.
- Ensure the effective/efficient deployment of classroom support.
- Work as a member of a designated team and to contribute positively to effective working relations.

Quality Assurance

- Help implement Academy and Trust quality assurance procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- Review methods of teaching and schemes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and trust.

Performance Management & Professional Development

- Engage actively with the annual performance management review process, in accordance with the Trust's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- Ensure colleagues receive information and feedback on professional development activities undertaken.

Communication and Liaison

- Maintain appropriate records and provide relevant accurate and up to date information for MIS, registers etc.
- Complete any relevant documentation to assist in the tracking of students.
- Track children's progress and use information to inform of teaching and learning.
- Co-operate with others to ensuring sharing and effective usage of resources to benefit the Children, Academy or Trust.

Data Protection

The Trust holds information about pupils, local residents and employees, amongst others. Everyone who works for or represents the Trust and must protect any form of personal data that they use, and be aware of their obligations under the General Data Protection Regulation (GDPR). The use of personal data must be fair, legal and proportionate. All staff will also undergo mandatory data protection training applicable to their job role.

Signatures

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

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.

Signed Date:

Personal Specification

Source: A-Application, I-Interview, R-Reference, P-Presentation, T-Task, O-Observation

Candidates failing to meet any of the essential criteria will automatically be excluded

QUALIFICATIONS	Essential	Desirable	Source
Qualified Teacher Status	√		A
Degree	√		A
EXPERIENCE			
Recent participation in a range of INSET	√		A
Experience in teaching in Reception, KS1 and KS2		√	A
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			
Understanding of pupil's educational development	√		A/I
Curriculum and assessment, including subjects and cross curricular aspects	√		A/I
Knowledge of data analysis and target setting		√	A/I
Detailed knowledge of then English and Maths curriculum	√		A/I
School improvement strategies		√	A/I
Local and national policies, priorities and statutory frameworks		√	A/I
Has an excellent understanding of how to apply effective assessment techniques across EY/KS1 including implementing effective tracking systems.		√	O/I
Have a good understanding of positive effective strategies for whole school behaviour management.	√		I
Understands the expectations in the new Ofsted Framework regarding effective learning and teaching, particularly in reading.		√	I
To understand what is involved in the role of the school with regard to safeguarding.	√		A/I
PROFESSIONAL SKILLS AND ABILITIES			
Must be able to analyse and use comparative data effectively to assess pupil performance and progress.	√		A/I
A teacher with good ICT knowledge and skills relating to class teaching responsibilities of the post – able to demonstrate the effective use of ICT to enhance the learning and teaching across EY/KS1.	√		O/I
Must be able to work collaboratively and effectively in a team with the Headteacher, SLT, staff, governors, and parents.	√		A/I
PERSONAL QUALITIES			
Must be able to successfully engage parents in order to encourage their close involvement in the education of their children.	√		A/I

A teacher with a flexible approach to work who enjoys being a good team member.	√		I
Must be able to effect whole school change through effective leadership and management.		√	I
Must have a high level of communication skills both orally and in writing.	√		A/O/I
PERSONAL QUALITIES	Essential	Desirable	Source
To be able to lead by example demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	√		I
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	√		I
Willingness to and ability to run whole school INSET.	√		I
To practice equal opportunities in all aspects of the role and around the work place in line with policy.	√		A/O/I
To maintain a personal commitment to professional development linked to the competencies necessary to develop the requirements of the post.	√		I
Understanding of school's role in the community	√		A/I
OTHER REQUIREMENTS			
Application should be completed in full and free from error	√		A
Letter should be clear and concise and relate to specific post. Please do not send a CV.	√		A
CONFIDENTIAL REFERENCE AND REPORTS			
Written reference only	√		R
Confirming professional and personal knowledge, skills and abilities referred to above	√		R
Positive recommendation from current employer/training body	√		R

Seven reasons to choose to live and work in Wigan

In October 2017 Wigan was crowned the happiest place in Greater Manchester. Residents scored an average of 7.6 out of 10 on the cheeriness scale, according to the government's most recent wellbeing survey.



Conveniently located between the major cities of Manchester and Liverpool, Wigan is a great place to live and here are just a few reasons why you should make Wigan your home town and place of work.

Great commuter links

At the heart of the motorway network, Wigan has quick and easy access to the M6, M58, M60, M61 and M62 so as a commuter there is no better place to live.

Wigan boasts two rail stations, Wigan North Western and Wigan Wallgate. Our rail links are exceptional with frequent, direct services to London with a travel time of 2 hours. Manchester, Liverpool and Preston can be reached within 30 minutes. These travel times will be further reduced with the arrival of HS2.

Wigan is also well located for both Manchester Airport and John Lennon airport in Liverpool.

Value for money property

With the average house price in Wigan below the national average, houses in the area provide excellent value for money and there are opportunities for shared ownership schemes for those who wish to start their journey on property ladder.

Wigan has excellent housing stock of 142,000 covering a good range of property types and locations. There are also plans to enable the building of 10,000 homes in the next 10 years to ensure that the number of new homes matches demand in the borough.

The local authority has also been public about maintaining their committed to keep their council tax rates as one of the lowest. It is currently the second lowest in Greater Manchester.

Local attractions

Wigan boasts excellent shopping centres, wonderful areas of natural beauty, and an abundance of activities and sports in the area including bowling and roller skating.

The town hosts a number of events throughout the year including a half marathon, Wigan Pride, The Wigan 10K, Christmas markets, Christmas lights switch on and many other town center events including continental markets run throughout the year. Wigan has a vibrant and rich history and has two museums, Trencherfield Mill and the Museum of Wigan Life, meaning it's great for history buffs.

Shopping

Wigan town centre offers a superb shopping experience, major high street stores can be found in the Grand Arcade, this large shopping centre has plenty of high-street favourites.

Wigan also has more than 80 independent shops and restaurants in the numerous Victorian and Georgian arcades including the Galleries. Wigan has had a lot of money invested into its retail areas over recent years and the town centre has had further plans approved for a £60m regeneration project. The redevelopment will see the Galleries shopping centre revived into a modern retail destination including space for a cinema, gym, restaurants and leisure complex.



On the outskirts of Wigan is Robin Park, a sports, leisure and retail complex. Here you will find large retail stores, a cinema and a number of restaurants and eateries. Manchester, Liverpool and the famous Trafford Centre are all also in easy reach.

Workforce and colleagues

With a population of round 323,000 residents Wigan is home to 11.6% of Greater Manchester's total population providing access to a skilled and varied work force.

A recent study by the Office of National Statistics showed that Wigan has a high employment rate (75.4%) which is the 3rd highest in Greater Manchester and is above the UK average. When you live in Wigan there are plenty of jobs and opportunities around.

Wigan's economy grew by 2.4% between 2014-2016, faster than the Greater Manchester (2.1%) and UK (2%) average.

Sport and leisure

70% of Wigan's 77 square miles comprise of open space. Mesnes Park, Worthington Lakes, Fairy Glen and Haigh Woodland Park are perfect spots for those who love the great outdoors. Haigh Country Park and Mesnes Park have recently been the focus of regeneration plans, and areas such as Alexandra Park hold Green Flags for their facilities.

Wigan boasts six leisure centres, four pools and an extreme adventure zone offering a huge range of activities across the borough.

The iconic Wigan Pier is set to be rebranded as the 'Wigan Pier Quarter' over the next 10 years with a new performance venue, shops and community garden.

Activities are in abundance as a result of the beautiful local environment and include golf, fishing, sailing and rambling.

Wigan also boasts world famous sports teams including Wigan Warriors Rugby League Club, Wigan Athletic Football Club, Leigh Centurions and Wigan Cricket Club so there is always plenty of action to watch.

Education



Wigan has a brilliant education network from primary schools right through to further education establishments.

Education in Wigan is something we are very proud of. 89 per cent of primary schools and 88 per cent of secondary schools are rated as good or outstanding. If you want to start a career in education, there are lots of opportunities within schools.

In 2015 our schools were singled out for praise by the head of OFSTED, Sir Michael Wilshaw who highlighted the good work as part of his third annual report. Wigan has consistently excelled in education and has gained a reputation for recruiting and retaining high quality and effective teachers.

Winstanley College has been named in the top ten further education colleges in the country. St John Rigby College has recently been rated as outstanding by Ofsted and Wigan and Leigh College has achieved University Centre status and is able to offer a range of post 16 options including Higher Education. Wigan is also the base for ALRA, a nationally acclaimed drama school and a member of Drama UK.

Wigan is conveniently located for the internationally renowned universities of Manchester and Liverpool. The University of Manchester itself boasts 25 Nobel Prize winners. There are 20 universities within less than a one-hour drive of Greater Manchester, with in excess of 400,000 students.

So if you are thinking of relocating to the Northern Powerhouse... think Wigan and choose Community First Academy Trust.

Pay & Reward at Community First Academy Trust

Community First Academy Trust has outstanding standards of excellence through a highly collaborative and enterprising approach, which helps us meet the high expectations of our students/pupils, their parents, our staff and our communities.

As well as outstanding professional learning and career development opportunities, we offer a highly competitive benefits package.



How to Apply

Application forms can be downloaded from www.cfat.org.uk

Completed applications may be returned via email to recruitment@cfat.org.uk

If you would prefer to submit a paper application form, please return to:

Mr Craig Holden
Director of HR
Community First Academy Trust t/a
Platt Bridge Community School
Rivington Ave,
Platt bridge,
Wigan, WN2 5NG

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- **Closing Date: Monday 30th June 2018 at 17:00**

Relevant Policies:

- CFAT DBS Policy
- CFAT Safer Recruitment Policy
- CFAT GDPR Policies on Recruitment
- Child Protection and Safeguarding Policy

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with safer recruitment guidelines we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

To all recruitment agencies: Community First Academy Trust (CFAT) and all its organisations do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to CFAT employees. CFAT will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.