

# CANIDATE INFORMATION PACK





## CONTENTS

CEO WELCOME.....	3
PRINCIPAL WELCOME.....	4
ABOUT BEDMOND ACADEMY.....	5
THE ROLE.....	6
JOB DESCRIPTION.....	7
HEALTH AND SAFETY.....	8
SAFEGUARDING.....	8
DATA PROTECTION.....	8
PERSON SPECIFICATION.....	9
OUR SCHOOLS.....	10
APPLICATION PRODECDURE.....	11
BENEFITS OF WORKING FOR US.....	12
VALUES.....	13



## CEO WELCOME

Thank you for your interest in this role, we are looking forward to welcoming a new team member to Aspire Academies Trust and our family of schools.

Our Multi Academy Trust (MAT) comprises six primary schools and a Training Centre. We currently support approximately 2500 students and 350 staff and are looking to expand the Trust over the next few years.

Being part of a MAT encourages collaboration, innovation and idea generation, helping to improve educational standards across the schools. It is our belief that when schools work together, share their ideas and draw on each other's strengths, they can achieve so much more. At Aspire Academies Trust we also offer a variety of central services to our schools, allowing school leaders to focus their attention on the children, teaching and learning.

There is a rich pool of talent within our Academies, from teachers, support staff, pupils and parents to governors. It is our job to nurture this talent through partnership and collaboration. Attracting and retaining the best staff is essential to delivering the best educational opportunities to our children. Our People Strategy enables us to continually develop our culture and work environments to ensure our staff feel valued and appreciated for their contributions.

This pack should provide you with all the information you need to start your career with us, but if there is anything else you would like to know about the Trust or our Academies, please do get in touch.

Finally, the very best of luck in your application. You won't find me, or the Aspire Central Services Team hiding behind closed doors. We welcome a chat and take a proactive role with our Academies and their Local Advisory Bodies. We like to get to know people personally and thrive on working as part of a team, so I look forward to meeting you soon.

Kind regards,  
Vicky Parsey | CEO

## PRINCIPAL WELCOME

On behalf of the pupils, staff and governors of Bedmond Academy, I would like to welcome you to our school.

It is a delight and privilege to be the Principal of Bedmond Academy and lead the school at such an exciting time as part of Aspire Academies Trust.



Bedmond Academy is a village school in the heart of Bedmond. We pride ourselves as a friendly and nurturing school within the local community, offering a wide range of opportunities for our pupils. We are a small school, with four mixed classes and take pupils from Nursery to Year 6.

Our school is set in the most beautiful grounds, with our own personal Forest School space, extensive field space and opportunities to take in the delight of our sensory garden, attractive climbing frames and gardens. There is so much to celebrate at Bedmond Academy, our 'Good' Ofsted grading highlights what this school and local community has to offer. We have an exciting and engaging curriculum that ensures learning is engaging, accessible and memorable. We utilise our outdoor space to ensure pupils learn both inside and outside.

At Bedmond, we ensure that our families feel a sense of belonging and are given a range of opportunities to engage and experience school for their pupils. With learning assemblies, stay and learn sessions, house days, themed weeks and celebrations, parents and families are able to be fully immersed in what we do.

We are an inclusive school, where all pupils are valued within a culture of mutual respect and trust, and we strive to make each child's time enjoyable. We have five Bedmond values at the core:

**Be Challenged. Be Together. Be Me. Be Empowered. Be Proud.**

We are proud to be part of Aspire Academies Trust, and to have opportunities to collaborate and innovate with our colleagues at Bovingdon Primary Academy, Broadfield Academy, Hammond Academy, Knutsford Primary Academy, The Grove Academy and the West Herts Teaching School Partnership.

I look forward to welcoming candidates to visit the school and apply for this position.

Lora Grant

Principal

## ABOUT BEDMOND ACADEMY

Bedmond Academy is a friendly one form entry primary school, located in the heart of the village.

We provide an exciting, broad and engaging curriculum adapted for individual needs, which encourages our children to become confident and resilient life-long learners in a safe, nurturing and creative environment.

Driven by our core values, we support, inspire and motivate our children through a breadth of different learning opportunities.



## THE ROLE

**Job Title:** Class Teacher

**School:** Bedmond Academy

**Start Date:** September 2024

**Contact:** Fixed term (maternity cover)

We are looking for an energetic, creative teacher to join our small, strong and supportive team, to teach in one of our wonderful mixed classes. Depending on your experience, we have flexibility with the role being in KS1 or KS2.

We are a good school held within the Bedmond village community, and part of Aspire Academies Trust, an established and collaborative Multi Academy Trust (MAT) which includes Hammond Academy, Broadfield Academy (Hemel Hempstead) and The Grove Academy, Knutsford Primary (Watford) and Bovingdon Academy (Bovingdon).

At Bedmond Academy, we pride ourselves on a team ethos, with collaboration at the heart of what we do. We are an inclusive school that provides our pupils with a range of learning experiences and opportunities to develop their curiosity and love of learning.





## Application Procedure

For a confidential discussion regarding this vacancy, please contact:

Lora Grant – [admin@bedmondacademy.org.uk](mailto:admin@bedmondacademy.org.uk)

For visits to the school, please contact: Lora Grant

Please complete your application on My New Term using the link below:

<https://mynewterm.com/jobs/138507/EDV-2024-GA-81515>

*We are only accepting applications through My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.*

Closing date: 15<sup>th</sup> April 2024

Interview date: To be confirmed

Shortlisted candidates will be contacted with details of the interview process.

Please click here to access Aspire Academies Trust Privacy Notice for staff: [GDPR Policies - Aspire Academies Trust](#)

<https://mynewterm.com/jobs/138507/EDV-2024-GA-81515>

### **Safer Recruitment**

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2021).

### **Equal Opportunities**

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.

### **Privacy Notice**

Please [CLICK HERE](#) to access Aspire Academies Trust Privacy Notice for staff: [GDPR Policies - Aspire Academies Trust](#)



## JOB DESCRIPTION: CLASS TEACHER

Job title:	<b>Class Teacher</b>
Responsible to:	Principal
Salary / Grade:	MPS 1 – 6/UPS
Actual salary:	
Working hours / weeks:	
Core purpose of the role:	To fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD). To meet the expectations set out in the Teacher's Standards Fulfil duties reasonably directed by the Principal.

### TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

### KEY RESPONSIBILITIES

#### Teaching:

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for examinations

#### Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Provide leadership across the school in a designated subject or curriculum area, this to include:
  1. Monitoring quality and standards
  2. Contributing to school planning and self-evaluation
  3. Provide professional support to other teachers and support staff
  4. Advising staff on appropriate resources and materials
  5. Leading appropriate professional development



**Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

**Management of staff and resources:**

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them

**Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others

**Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors



## HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

## SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Notes:

- This document does not form part of the contract of employment
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

## PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
QTS	E
Evidence of effective teaching and learning strategies	E
Experience of teaching across the whole primary age range	D
An understanding of the national curriculum requirements at the appropriate key stage	E
An understanding of monitoring, assessment, recording and reporting on pupil progress	E
Knowledge of statutory requirements concerning Equal Opportunities, Health and Safety, SEND and Safeguarding pupils	E
Effective communication skills, engaging a range of stakeholders	E
A commitment to the Trust's values and to take an active role in collaboration across the Trust	E
Highly organised and calm under pressure	E
Experience in the preparation and administration of statutory national curriculum tests	D
A commitment to further professional development	E



## OUR SCHOOLS

NAME	LOCATION	SCHOOL OVERVIEW	FACILITIES
Bedmond Academy	Abbotts Langley	A small one form entry primary school, based in the warm, vibrant village of Bedmond which sits on the edge of Hemel Hempstead and Watford. Joined the Trust in 2017.  <b>Rated 'Good' by Ofsted February 2022</b>	A purpose built school situated in large grounds consisting of fields and woods. A recently built hub which is used for meetings and breakfast and after school club. There is an ongoing improvement plan for the site.
Bovingdon Primary Academy	Bovingdon village	A two form entry school set in the heart of the village. This is a popular, oversubscribed village school with an outstanding Ofsted grading. One of the first 3 schools to form the Trust.  <b>Rated 'Good' by Ofsted December 2023</b>	Consists of the original school building and later purpose built additional buildings.
Broadfield Academy	Hemel Hempstead	A two form entry school which was originally an infant and junior school and later converted to a Primary. Joined the Trust in 2018.  <b>Rated 'Good' by Ofsted May 2022</b>	Purpose built school with extensive playing fields. The buildings have been well maintained. There is a lovely forest school area on site.
The Grove Academy	Watford	A large three form entry school in Garston with an 80 place nursery. One of 3 schools to form the Trust in 2014.  <b>Rated 'Requires Improvement' by Ofsted November 2022</b>	This is a large site with extensive outdoor space. The buildings are over 2 floors.
Hammond Academy	Hemel Hempstead	A large 2 form entry school with extensive grounds. One of the original 3 schools which formed the Trust.  <b>Rated 'Good' by Ofsted June 2023</b>	A large site with spacious learning environments. There are 3 separate outside areas and playgrounds for different year groups and an outside canopy.
Knutsford Primary Academy	Watford	A large friendly oversubscribed school which is 2 form entry. Joined the Trust in 2018.  <b>Rated 'Good' by Ofsted January 2023</b>	The original school was built in 1939 and destroyed by fire in 1999. It took 3 years to re-build and now boasts a lovely purpose built building.

## BENEFITS OF WORKING FOR US



### STAFF WELLBEING PACKAGE

**FINANCE**  
Competitive Salaries  
Free School Lunches  
Cost of Living Support Resources  
Free Parking  
Generous Sick Pay Policy  
Access to Vivup Benefits  
Refer-A-Teacher Recruitment Payment



**LEAVE**  
Flexible Working  
Career Break Policy  
Generous Parental Leave Package  
Milestone Birthday Off



**WELLNESS**  
Employee Assistance Program





## OUR VALUES

At Aspire we have strong values and expect our staff to work to these values and behaviours. We would expect future employees to share in our values and be committed to upholding them and holding others to account on working to our high expectations.

VALUES	BEHAVIOURS & CHARACTERISTICS
Integrity	Honesty, trust, respect, fairness, equity, openness, autonomy
Aspirational	High expectations, positivity, passion, motivated, challenging, energy, craftsmanship
Collaboration	Stakeholder focus, sharing, communicating, partnerships, community, Trust-wide and beyond
Creativity	Research-rich, innovative, enterprising, horizon-gazing, curious
Relationships	Humility, respect, caring, empathy, professional behaviours, approachable, safety
Accountability	Responsibility, commitment, focus, standards, individual and shared, co-agency

We look forward to receiving your application. Good luck!

