



# Scholars' Education Trust

Education for a changing world



## **RECRUITMENT PACK**

2023-2024

[www.scholarseducationtrust.co.uk](http://www.scholarseducationtrust.co.uk)



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Dear candidate

Thank you for considering Scholars' Education Trust as your future employer.

Collaboration is at the heart of the Scholars' Education Trust's way of working. Our annual school improvement programme involves staff from across the trust in peer reviews, joint CPD, an annual conference for all staff (teaching and non-teaching), cross-trust working parties and many other opportunities to work together to raise standards and disseminate great ideas. Recent trust foci have been on new technologies, sustainability and staff-wellbeing and we see all this work as vital to strengthening our schools and providing recruitment and retention opportunities for our staff.

This is a great time to join SET. We are a growing trust with a proven record of school improvement and a strong moral purpose. We pride ourselves that we already demonstrate excellent practice in many areas but we are always open to new ideas and creative thinking. We are big enough to really add value to our schools, but not so big that individuals can get overlooked! If you would like more information or to visit us to find out more, then please don't hesitate to contact us. If you are ready for the next challenge in your career and think you would enjoy being part of the SET family, then we look forward to hearing from you!

We look forward to receiving your application.

A handwritten signature in black ink that reads "Claire Robins".

Claire Robins OBE

Chief Executive Officer Scholars' Education Trust



## **Scholars' Education Trust**

Scholars' Education Trust was founded in 2012 and now consists of 8 schools: Buntingford First School, Harpenden Academy, Longdean School, Priory Academy, Robert Barclay Academy, Samuel Ryder Academy, Sir John Lawes School and The Hemel Hempstead School. We are a cross phase trust providing a high-quality education for more than 7 thousand children between the ages of 3 and 18. Within our family of schools we have a nursery and first school, a primary, an all-through school, three secondaries and an extended secondary.

The Trust aims to ensure that the skills and experience of staff at all the schools are maximised to ensure that the students in our care receive the best education possible. Expertise in teaching and learning is shared across the entire trust and support systems are centralised to enable the schools to achieve maximum efficiency from all our resources. Although all schools retain their own identities, the central “DNA” of the Trust is shared across the organisations so that whether you are in Buntingford, Dunstable, Harpenden, Hemel Hempstead, Hoddesdon or St Albans you will know you are a part of Scholars' Education Trust and that the values and priorities of everyone you meet will be the same.



## **Vision, Ethos and Values Scholars' Education Trust**

The shared values of the trust community are summed up in the Scholars' Education Trust ACE:

- Achievement
- Care
- Excellence

The ACE underpins everything that we do and provides a secure basis for all we strive to accomplish.

- Achievement in academic, artistic, sporting, cultural and other forms with a focus on teaching and learning.
- Care for students, staff and others beyond the school community.
- Excellent standards, manners, honesty, personal integrity and uniform.

Our vision for the school is to produce responsible young people of whom we can all be proud, who have achieved more than they ever believed possible and who are prepared to make a contribution to their local, national and global communities.

There is so much more that marks out the SET community as a place in which each individual can receive the support and challenge they need to help them thrive, and a website can only give you a glimpse. We are all immensely proud of the work we do here so if you like what you see in the following pages and would like to learn more, please do visit us and experience the SET ACE for yourself.

## **Benefits of working for Scholars' Education Trust**

At Scholars' Education Trust we pride ourselves on offering a range of benefits to staff:

Other benefits of working for the Scholars' Education Trust include:

- A salary that is aligned to school teachers pay scales and NJC pay scales and awards
- Generous pension benefits with the TPS or LGPS
- A commitment to the Green and Burgundy books
- Children of staff who have completed two years' service in Scholars' Education Trust may be admitted under Rule 4 of their school's Admissions Policy
- Many teaching staff are provided with their own electronic devices such as laptops or an iPad
- Regular planned CPD sessions including our annual Whole Staff Conference
- There are active Staff Associations in our schools with staff social events held regularly: for example, yoga, running clubs, cocktail evenings, staff wellbeing sessions, teachers' book club, support staff book club and many more!
- Bike2Work and salary sacrifice scheme
- Season ticket loan scheme in place
- After 2 years of service all staff have access to a well-being package which includes GP phone and video consultations, nurse support services, counselling, mindfulness and more
- On site flu jabs

And most importantly, calm, orderly school environments in which it is a pleasure to work!



## **Care and Support at Scholars' Education Trust**

Staff and student wellbeing is of paramount importance to everyone at Scholars' Education Trust. We are genuinely committed to the wellbeing of all of our staff. We have a Trust well-being group made up of staff from all our schools which meets regularly to consider well-being issues and we survey all staff for their views at least termly.

All SET schools have signed up to the DFE Wellbeing Charter.

Features of our provision for staff include:

- Thorough, supportive and professional induction process offered to all new staff - both teaching and support staff. This includes sessions with key personnel to explain school process and systems in all academic, pastoral and whole school areas
- Dedicated HR team who work across the Trust
- Access to the SET counsellor
- After 2 years of service all staff have access to a well-being package which includes GP phone and video consultations, Nurse support services, counselling, mindfulness and more
- Remission in ECT timetables for this first year. ECTs also have a specific, tailored induction programme of regular sessions covering topics such as classroom behaviour management, child protection, role of the learning support department, preparing for parents evenings, etc. Additional funding is also available for ECTs to attend Hertfordshire ECT training and conferences
- Buddy system in place for all staff
- Staff wellbeing sessions
- Annual performance management reviews carried out for all staff where opportunity is given to review successes, acknowledge personal targets and highlight areas for personal and professional development. The teaching performance management process is organised through a software package allowing staff to easily store personal management evidence, course feedback, own career evidence etc
- A comprehensive CPD programme which includes in school, across the Trust, leadership and staff wellbeing opportunities

## **Opportunities at Scholars' Education Trust**

We offer excellent staff training and development opportunities for experienced, early career teachers or those looking to train/retrain to teach in both Secondary and Primary phases.

We focus on career and personal development for all our staff. We are committed to your professional development and growth.

We offer:

- Opportunities for promotion, we are always looking for different ways and opportunities to promote colleagues within our schools
- Opportunities to work at other schools within the MAT
- Opportunities for teachers to work as SET Leader of Education and as part of our School-to-School support work
- Cross-school working to share best practice

Many staff have gained recognised qualifications or promotion opportunities both within the school or Trust and at other school led placements.

A professionally recognised and active Schools Direct Programme is offered annually by application from current staff and external applicants. This programme is supported by the local Alban Federation of which Sir John Lawes School is a founding member. This gives graduates the opportunity to train alongside outstanding colleagues and gain qualified teacher status.

At Scholars' Education Trust 100% of our students for the last 3 years have been successful in securing a teaching post at the end of their training, many within Trust schools.



## **Professional Development at Scholars' Education Trust**

The Trust puts great emphasis on staff development, Samuel Ryder Academy for example has been awarded the CPD Mark for its bespoke CPD programme. Staff are encouraged to be active in their own Continuing Professional Development (CPD) and we have generous training budgets so can offer internal and external training opportunities to develop skills and assist with career development.

Staff have access to recognised training and leadership courses such as the National Professional Qualifications in Leadership and other accredited courses. We offer part payment of fees towards further qualifications.

Sir John Lawes has been a National Support School since 2009; there are 4 SLEs within the Trust and the Chief Executive Office of the Trust has been an NLE since 2009. All schools within the Trust have easy access to the excellent training programmes offered by the Alban Teaching School Hub.

Samuel Ryder Academy is Hertfordshire's Apple Regional Training Centre. As an Apple Distinguished School and Regional Training Centre, Samuel Ryder Academy host and run a number of opportunities for continued professional development across the county, as well as offering the opportunities for professionals to visit the school to see the technology in action.

Within the schools, Teaching and Learning briefings are held weekly to share excellent tips and good practice. There is an across the Trust T&L team who promote the sharing of good practice, organise curriculum and/or middle leader conferences as well as the annual all staff Trust INSET. School staff conferences are an annual event; alongside twilight INSET, cross Trust and Consortium training and so much more.

## **Recruitment Process**

### Vacancy

- All vacancies are advertised on Trust's website, school's website and Trust's internal Recruitment Bulletin
- All vacancies are advertised on national and local recruitment sites including TES, DfE, Teach in Herts, My New Term, BAME Ed, Indeed

### Applicants

- A detailed Job Description and Person Specification is available for each vacancy with a copy of Trust's Child Protection Summary; visits to school are warmly welcome and can be arranged with Central HR on [hr@scholarseducationtrust.co.uk](mailto:hr@scholarseducationtrust.co.uk)
- Shortlisted candidates will be contacted and advised on the interview programme requirements in advance

### Interview day

- Includes tour of the school, meet the team and a formal interview (tasks, lesson observation and student panel may also be included)
- To meet Safer Recruitment guidelines candidates will be requested to bring relevant documentation confirming their identity and qualifications.
- References may be requested prior to the interview day
- All candidates will be advised of the interview decisions within 48 hours; a feedback will be offered if requested

Any offer of employment will be conditional, subject to mandatory safeguarding checks (DBS, right to work, fitness to work, satisfactory references, etc).





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### **How to find us:**

#### **Directions - By public transport**

Our offices are under 30 minutes walk from St Albans City train station. The following buses have routes that pass near to Samuel Ryder Academy - 357, 602, 84, S1

#### **Directions - By car**

Situated just off the A414, with easy access to the major motorways including A1M, M1 and M25.

#### **Car Parking Facilities**

Scholars' Education Trust shares its onsite parking facilities with Samuel Ryder Academy.



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