

Applicant Information Pack



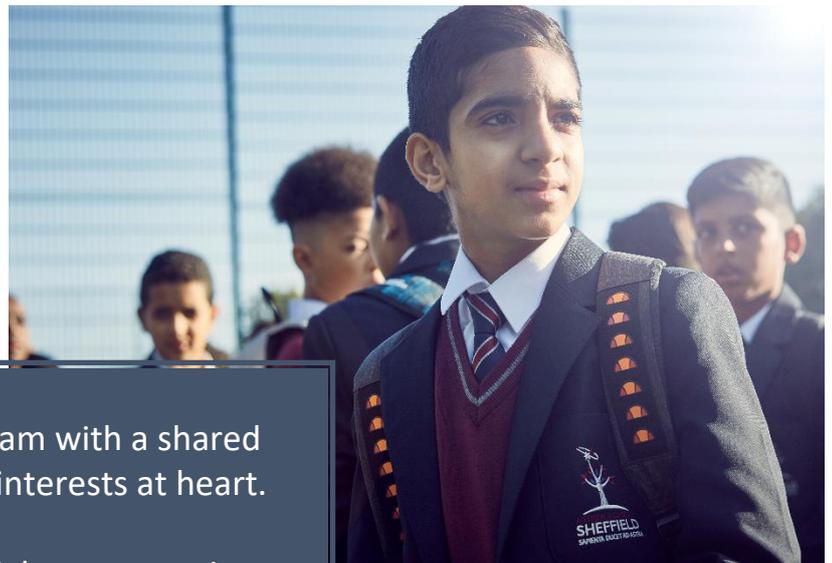
A BEACON OF EXCELLENCE FOR THE NORTH OF SHEFFIELD

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ASTREA ACADEMY SHEFFIELD

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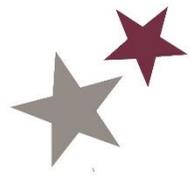
"The staff are amazing, a true team with a shared vision who have the pupils best interests at heart.

The expectations of pupils are high, everyone is so supportive and we always work together to achieve the high standards expected at Astrea Academy Sheffield"

Sarah Naylor | Head of PE

Welcome Letter from Benedick Ashmore-Short

Interim CEO – Astrea Academy Trust



Dear Candidate,

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

This is a hugely exciting time for our family of academies. 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 academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy 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.

Benedick Ashmore-Short

Interim Chief Executive, Astrea Academy Trust



A Warm Welcome from Kim Wilson

Executive Principal – Astrea Academy Sheffield



‘Sapienta ducet ad astra – Wisdom leads to the stars’

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield.

Astrea Academy Trust is thrilled to have the opportunity to cultivate a brand new academy that compliments the existing provision in the area and meets the basic need for additional school places. This is a rare and unique opportunity to join us on our journey - where ambition has no limits!

It is key to understand the context of our academy. Pupils in our pre prep facility now include a 52 place nursery, 2 reception classes and 2 Year 1 classes. Pupils in our current Year 7 and 8 have arrived from a variety of primary schools across the city. Our pupils represent 21 different ethnicities with 98.4% of our current cohort are from Ethnic Minority Groups. 68% of our pupils are disadvantaged, with 38% currently receiving Free School Meals (national is 13.3%). The catchment area of the academy is within the bottom 10% most deprived areas within the country.



The Academy opened its doors for the first time in September 2018 and will in time be a 2 – 18 provision for children in the Burngreave area. This September, we welcome our new Year 7's and reception and nursery classes. We are delighted to say we are bursting at the seams as Astrea Academy Sheffield is the school of choice in the area and are we are currently oversubscribed for 2019/20 and 2020/21.

With the combination of a Grade II listed building and a brand new building, there is a real physical heritage to our new school. With an investment in excess of £25M, the facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300 seated hall, 4G pitch, an underground sports hall, outside stone amphitheater and forest school learning area. This ground breaking campus is truly breathtaking.

It is a rare opportunity and an exciting time to join Astrea Academy Sheffield ‘the beacon of the North’ Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area. We are fondly referred to as an ‘employer’ and ‘school’ of choice.

We work within a supportive learning community of staff, parents and pupils, enabling a world of learning opportunities which will inspire and motivate students of Astrea Academy Sheffield to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.

This is a truly unique and once in a life time opportunity and we are seeking distinctive and exceptional individuals who are able to offer the absolute best they can to enhance the life chances of children at Astrea Academy Sheffield.

This is an exciting and challenging role which offers:

- The opportunity to be part of something truly special – to be part of our family from its infancy.
- The opportunity to make a significant impact and ensure a lasting legacy in an academy that will grow with you as an individual.
- The unwavering support of an experienced Pupils and dedicated teams within the academy.
- Significant investment in your professional development.
- The chance to work with a vibrant and enthusiastic cohorts of students aged 2 – 18.
- The opportunity to be part of a true all – through education provision.
- The opportunity to contribute to the development of our curriculum, professional development and quality teaching networks across the entire Astrea Academy Trust.

Ideal candidates will:

- Have a true passion for excellence in education
- Be committed to community cohesion and developing the whole child, not just academically
- Have a very clear understanding of what makes a great school and the skills and character to be part of this (rigorous planning, high expectations, great CPD, honesty, kindness, passion, commitment and resilience) day in, day out
- Be excited by, and committed to, supporting practices that will drive great progress at Astrea Academy Sheffield
- Be fully aligned with Astrea’s Value Partners

Everything we achieve is underpinned by all, in these Value Partners;

- Responsibility and Leadership (#4equity)
- Enjoyment and Innovation (#go4it)
- Aspiration and Development (#Reach4thestars)
- Collaboration and Inclusion (#all4one)
- Honesty and Integrity (#4good)

If you think you have what it takes to further unleash Astrea Academy Sheffield’s incredible potential, and be part of this amazing journey - we want to hear from you!

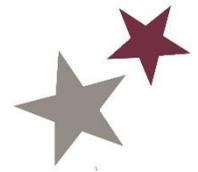
Mrs Kim Wilson
Executive Principal, Astrea Academy Sheffield

‘The Executive Principal leads her team with drive and much determination, maintaining a constant focus on securing the best outcomes for all students.’

Challenge Partners External Review
Feb 2019

The Vision

Astrea Academy Sheffield



Our Mission

A broad and balanced curriculum based on knowledge, skills and experiences will enrich pupils' lives, build cultural capital and instil a love of learning. They will be able to apply their learning to real world contexts and problems, creating solutions in collaboration with others. Pupils will learn to value family, community and the environment. They will make a positive contribution to the life of the school and those around them. Pupils will become resilient learners who are motivated to take responsibility for their learning, health, well-being and happiness. Pupils will have high expectations of themselves, a culture of craftsmanship and a drive for excellence. They will understand the scope of possibilities that lie ahead of them and what is required to achieve their ambitions with the confidence and belief to make them a reality.

A Unique Education

At Astrea Academy Sheffield, our curriculum is the purpose of our school. The curriculum is everything that we want our pupils to know and to understand. It includes learning about discrete subject disciplines such as the sciences, humanities and the arts, and also how these disciplines relate to one another. Our curriculum is also what we want pupils to achieve, the opportunities we offer them and the experiences we believe all pupils are entitled to.

The unique offer of our enriched curriculum enables pupil's attitudes to learning flourish. Our KS3 pupils undertake a range of electives on a Wednesday afternoon which include circus skills; Football; Dodgeball; Netball; Creative Writing; Taekwondo; Cheerleading; Art; Fun Science and Dance.

In addition to elective and subject curriculum, the role of the form tutor is pivotal in pupil and pastoral development and wellbeing. Tutors meet with their group twice per day and through this time build exceptional relationships with pupils and also with parents.

Our Affirmation

Pupils and colleagues all live by our affirmation;

- ★ I am Strong
- ★ I am Successful
- ★ I am Astrea

'In ALL lessons, teachers create an excellent climate for learning, with ALL students engaged in their work. Lessons are calm and purposeful characterised by positive working relationships'

**Challenge Partners External Review
Feb 2019**

Ground Breaking Facilities – Pre Prep Building

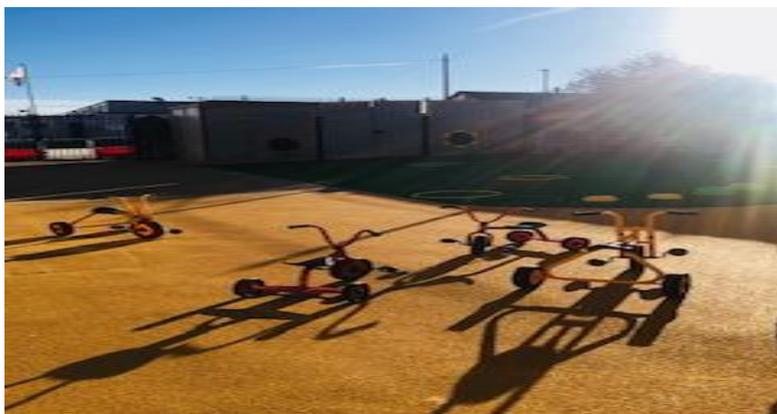


Astrea Academy Sheffield

The beautiful Grade 2 listed Victorian Pye Bank Building has been restored with loving care. This impressive building currently houses our 52 place nursery, 2 reception classes, 2 Year 1 classes and will incorporate 2 Year 2 classes from September 2020. Pupils remain in this building until Year 4, where they then graduate to the senior building from Year 5.



Nursery
Reception
KS1



Ground Breaking Facilities – Lower and Upper Senior Building

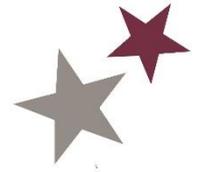


Astrea Academy Sheffield

The ground breaking Lower and Senior building is a 25m new build that overlooks the City of Sheffield. Incorporating the highest quality facilities, this building is truly awe inspiring. Pupils from Years 5 to 13 attend this building with currently Year 7 and 8 in occupation. This will increase to year 9 from September 2020.



Pupil Life - Senior

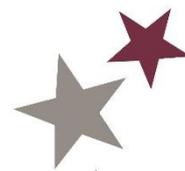


Astrea Academy Sheffield

Pupil experiences since our opening in September 2018 have been wide ranging. Examples of just a few of these fantastic experiences are: The Girls Debating Club reaching the regional and national finals, our Wednesday afternoon electives which include dance, rock climbing, creative writing, Police Cadets and circus skills, our Saturday morning cross country team, the Pupils's celebration with milk and cookies for Stars of the Week, a whole year group trip to Stratford Upon Avon to visit Shakespeare's birthplace, a music masterclass by Status Quo, pupils opening their end of year exam results and lectures at Sheffield Hallam University.

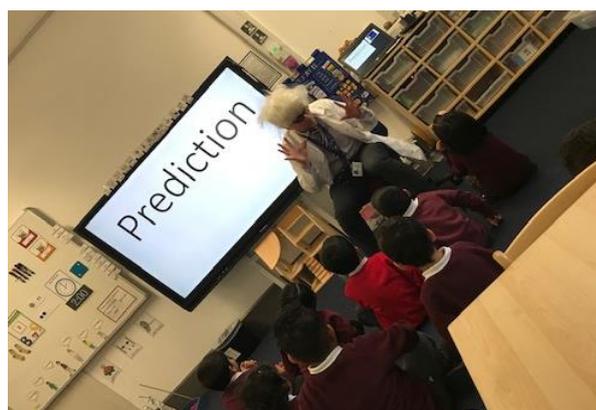


Pupil Life – Pre Prep

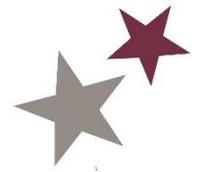


Astrea Academy Sheffield

In pre prep, pupils have experienced enriched activities both in and out of the academy. Examples include a visit to Cannon Hall Farm to see baby piglets being born, having access to high quality resources and displays to ensure interaction and communication are key in our children's development, a visit from the Premier League Trophy Team, a clear emphasis on reading individually and as part of a group, valued and positive parental engagement and who can forget our visit from Dr Prediction!



Staff Experiences



Astrea Academy Sheffield

At Astrea Academy Sheffield we value our staff and we will support you with everything that comes with working with pupils on a daily basis. Your health and wellbeing matters and our 'family' ethos embodies a true sense of belonging and care for all. Your professional development and exposure to unique experiences is important to us. You will be expected to be part in academy life so our ethos and vision are a daily reality. Examples of how we have achieved this since September 2018 are: Full staff Halloween celebration, our 3 Early Years Teacher Status staff met Amanda Spielman; Ofsted's Chief Inspector, celebrating our NQT's graduations, taking part in a whole academy faith leaders forum, a presentation for Employee of the term for the whole of Astrea Academy Trust to our Campus Manager, an international trip to China, getting competitive in a staff go karting social event and dressing up for world book day – can you spot our theme?!



About

Astrea Academy Trust

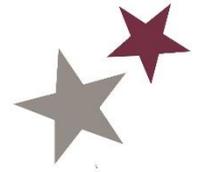
We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.





Astrea Academy Trust

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website: <https://astreaacademytrust.org/>

The Family of Academies within

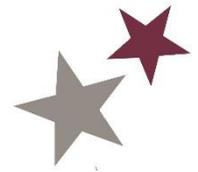
Astrea Academy Trust



Academies currently within Astrea Academy Trust:

Primary	Website
★ Atlas Primary Academy, Doncaster	https://www.astreatlas.org
★ Byron Wood Academy, Sheffield	https://astreabyronwood.org/
★ Carrfield Primary Academy, Rotherham	https://www.astreacarrfield.org/
★ Castle Academy, Doncaster	https://www.astreacastle.org/
★ Denaby Main Primary Academy, Doncaster	https://www.astreadenabymain.org/
★ Edenthorpe Hall Academy, Doncaster	https://astreaedenthorpehall.org/
★ Gooseacre Primary Academy, Rotherham	https://www.astreagooseacre.org/
★ Greengate Lane Academy, Sheffield	https://www.astreagreengatelane.org/
★ Hartley Brook Primary Academy, Sheffield	https://www.astreahartleybrook.org/
★ Hatfield Primary Academy, Sheffield	https://www.astreahatfield.org/
★ Hexthorpe Primary Academy, Doncaster	https://www.astreahexthorpe.org/
★ Highgate Primary Academy, Rotherham	https://www.astreahighgate.org/
★ Hillside Academy, Doncaster	https://astreahillside.org/
★ Intake Primary Academy, Doncaster	https://www.astreaintake.org/
★ Kingfisher Primary Academy, Doncaster	https://www.astrea-kingfisher.org/
★ Lower Meadow Primary Academy, Sheffield	https://www.astrealowermeadow.org/
★ The Hill Primary Academy, Rotherham	https://www.astreathehill.org/
★ Waverley Primary Academy, Doncaster	https://www.astreawaverley.org/
Secondary	
★ Astrea Academy Dearne, Rotherham	https://astreadearne.org/
★ Astrea Academy Woodfields, Doncaster	https://astreawoodfields.org/
★ Cottenham Village College, Cambridgeshire	https://www.astreacottenham.org/
★ Ernulf Academy, Cambridgeshire	https://www.astreaernulf.org/
★ Longsands Academy, Cambridgeshire	https://www.astrea-longsands.org/
★ Netherwood Academy, Barnsley	https://astreanetherwood.org/
★ St Ivo Academy, Cambridgeshire	https://astreastivo.org/
Special School	
★ The Centre School, Cambridgeshire	https://www.astreacentreschool.org/
All-through	
★ Astrea Academy Sheffield, Sheffield	https://astreasheffield.org/

Job Description



Astrea Academy Trust

Position: Assistant to SEN Team

Salary: Grade 2, Spinal Point 3 - £18,065 pro rata £ 15,475.97

Contract: 37 hours, Term Time only, Permanent

Start date: September 2020

Reporting to: SENCO / Principal

Purpose of this role

The post holder will work as part of the special educational needs department as part of the Academy development of supporting pupils with special educational needs.

The purpose of the role is to support the continued improvement of SEND practices across the Academy and to provide vital administration support to the SEND department in relation to day-to-day SEND practices. The post holder will work alongside the SENCO in promoting the positive educational experience of children and young people with SEND across the Academy.

Key Responsibilities

The post holder may be requested to undertake any but not necessarily all, of the following duties. Duties required will be directed by the SENCO, according to the academy's needs.

SEN Administration

- ★ ★ All administrative and clerical duties needed to support the SENCO
- ★ ★ Answering enquires, typing, faxing, sending letters and reports to parents/outside agencies
- ★ ★ Liaising with parents, the LA and other stakeholders as necessary
- ★ ★ Dealing with situations of a sensitive nature
- ★ ★ Ensuring all Annual Review paperwork is carried out and submitted on time attend and take minutes at Annual Reviews
- ★ ★ Update the SEN Register and other records
- ★ ★ Carry out any other duties as directed by the SENCO commensurate with the general level of responsibility of the post
- ★ ★ Booking appointments and to attend, participate and take notes at meetings as required.
- ★ ★ Assist with timetabling of support
- ★ ★ Assisting with the ordering of all books and equipment needed for the department
- ★ ★ Typing Individual Education Plans and arranging their reviews
- ★ ★ Manage up to date record keeping

General Administrative Duties

- ★ ★ To undertake word processing of documentation (letters, reports, memos etc.) including collation for documentation packs as required.

- ★ Updating and distributing communications which may include but is not limited to the academy's website, social media, noticeboards, newsletters and other communication with parents, colleagues and the community.
- ★ To assist in marketing the academy.
- ★ General administrative duties such as photocopying, filing, emailing and completion of routine forms for the Academy.
- ★ Assist and help set up for Open Evenings, Tours and Taster Days

Other

- ★★ Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the setting.
- ★★ Be familiar with all emergency and security procedures.
- ★★ Administer first aid and medication as required.
- ★★ To relate confidently and politely to colleagues, volunteers, parents and members of the public.
- ★★ To adhere to Academy policy and procedures particularly Health and Safety and Equal Opportunities and operate with regard to relevant legislation.
- ★★ To report any Child Protection incidents or concerns in accordance with the Children in Need procedures, Academy child protection procedures and education directorate guidance.
- ★★ Flexible approach required to work.
- ★★ Any other duties commensurate with the grade and falling within the scope of the post as requested by the Management.
- ★★ Respect confidentiality.
- ★★ Comply with the Academy and Trust no smoking policy.
- ★★ Co-operate and liaise with departmental colleagues.
- ★★ Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- ★★ Support and encourage harmonious internal and external working relationships.
- ★★ Make a positive contribution to raising the profile of the academy.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Pupils.



Person Specification

Astrea Academy Trust

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> ✱✱ Appropriate administrative training and qualifications. ✱✱ Willingness and ability to obtain and/or enhance qualifications and training for development in the post. ✱✱ Good standard of general education (including numeracy and literacy GCSEs) and IT skills ✱✱ Evidence of recent in-service training and professional development. 	<ul style="list-style-type: none"> ✱✱ Evidence of further qualifications towards the post ✱✱ Safeguarding Certificate and Child Protection Training ✱✱ NVQ Level 4 equivalent relevant qualification.
Relevant Experience	<ul style="list-style-type: none"> ✱✱ Previous experience of working in an office environment, dealing with face to face interactions. ✱✱ Good working knowledge of ICT systems including word processing, spreadsheets and presentation software. ✱✱ Experience of school MIS systems 	<ul style="list-style-type: none"> ✱✱ Several years' experience working in key stage in a school/education establishment. ✱✱ Report writing. ✱✱ Experience of working with external agencies to support children and families with their learning.
General & Special Knowledge	<ul style="list-style-type: none"> ✱✱ Understanding of data protection and confidentiality. ✱✱ Knowledge of Child Protection Procedures. ✱✱ Understanding of and commitment to promoting Equal Opportunities and anti-discriminatory practice. ✱✱ Commitment to young children, their families and the community. 	<ul style="list-style-type: none"> ✱✱ Working knowledge of relevant Policies/Codes of Practice/ Legislation, applicable in school. ✱✱ Good working knowledge of SEN policies and practices.
Skills & Abilities	<ul style="list-style-type: none"> ✱✱ Attention to detail ✱✱ Demonstrate a commitment to own professional development and a willingness to learn. ✱✱ Ability to relate well to all who attend the Academy in a professional manner, being sensitive to their individual needs. ✱✱ Ability to direct the work where relevant of other adults in supporting learning. ✱✱ Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these. ✱✱ Good keyboard skills/word processing. ✱✱ Excellent written and oral communication skills. 	<ul style="list-style-type: none"> ✱✱ Understanding of statutory frameworks related to SEN.
Personal Qualities	<ul style="list-style-type: none"> ✱✱ An enthusiastic and effective leader who can inspire colleagues. ✱✱ Commitment to safeguarding and promoting the welfare of children and young people. ✱✱ Willingness to undergo appropriate checks, including enhanced DBS checks. ✱✱ Motivation to work with children and young people. ✱✱ Ability to form and maintain appropriate relationships and personal boundaries with children, young people & families. ✱✱ Have a willingness to demonstrate commitment to the values and behaviours which flow from the Academy ethos. ✱✱ Communicate effectively and have very good interpersonal skills. ✱✱ Ability to make strategic decisions and take appropriate action to ensure successful outcomes. 	

	Essential	Desirable
	<ul style="list-style-type: none"> ✱✱ Have a confident and diplomatic approach and an awareness of the importance of confidentiality. ✱✱ Work collaboratively and effectively as a member of team. ✱✱ Loyalty. 	
Personal Values	<ul style="list-style-type: none"> ✱✱ A belief that young people can be successful with appropriate support to challenge barriers to learning. ✱✱ Inclusive and comprehensive education. ✱✱ Raising standards and life-long learning. ✱✱ To actively support the Academy's aims. ✱✱ Partnership with other schools and the wider community. ✱✱ Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ✱✱ Positive attitude towards the use of authority and maintaining discipline. ✱✱ Ability to take responsibility and show initiative. ✱✱ Ability to work effectively with external agencies. ✱✱ Ability to effectively lead other members of staff. ✱✱ Ability to report effectively and accurately both verbally and in writing, over all areas of responsibility to a wide audience. ✱✱ Lead by example. ✱✱ Proven high level of presentation, organisational and management skills. ✱✱ Ability to inspire confidence, respect and trust of parents, staff and students. ✱✱ Sensitive, resilient and innovative. ✱✱ Sense of humour and perspective. ✱✱ Ability to remain calm and circumspect in potentially difficult situations. 	
Professional Development	<ul style="list-style-type: none"> ✱✱ Evidence of a commitment to own professional development 	<ul style="list-style-type: none"> ✱✱ Recent relevant in-service training in inclusion safeguarding

Child Safeguarding Policy



The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

The Trust's Safeguarding and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2019)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2019. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.

Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

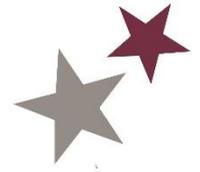
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

How can I apply?



Astrea Academy Sheffield

This is an exciting and very rewarding role and we look forward to receiving your application.

Deadline for Applications: Wednesday 8th July – 12.00pm

Any applications received after this deadline will not be considered.

Shortlisting: Afternoon of Wednesday 8th July

Candidates will be invited to interview by 6pm of Wednesday 8th July.

Interviews to be held: Friday 10th July (Interviews may be a full day)

Please complete and send the Astrea Application Form, Equal Opportunities Monitoring Form and Criminal Declaration Form which are available together with this document to the contact below:

Name: Elliott Peat

Position: HR & Recruitment

Contact: recruitment@astreasheffield.org

If you have any questions about the position please email Leanne Muscroft, SENCO, directly on Leanne.Muscroft@astreasheffield.org.

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

Astrea Academy Trust pays full regard to 'Keeping Children Safe in Education' guidance 2019. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.