



City Learning Trust
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Chief Executive: Carl Ward
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June 2019

Dear Prospective Colleague,

Thank you for your interest in the post of Primary Teacher (Across KS1 and KS2) at the City Learning Trust. We are seeking an enthusiastic, driven and well qualified Primary Teacher to join our Trust Primary Academies, Mill Hill and Smallthorne.

You will either be an NQT or experienced Teacher and you will have the chance to teach across the 5-11 spectrum. You will have enjoyed a range of experiences to date in schools and will be committed to raising standards in a child centered manner and be able to inspire young people to be the best that they can be.

The Trust has a dedicated and talented team of staff who are committed to ensuring that the young people in its care are supported and nurtured to achieve the very best they can. Staff at the our Primary Academies work closely with other Academies in the Trust to improve outcomes and life chances for young people and enjoy a particularly effective relationship with CLT central staff who work across the Trust's Academies.

If you want to work in a Trust where you can make a real difference to young peoples' life chances, while working in a partnership of Academies that are committed to cooperation and collaboration to unlock talent and fulfill potential, then this post is just right for you. In return, you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

You will have a passion to further develop standards, be child centered and able to inspire young people to be the best that they can be.

You will join the Trust at an exciting time as we establish an international partnership with Singapore to share excellence. As we strive for a 'great' culture and practice across our organisation and have a commitment to all our staff to help them develop.

As Chief Executive Officer and Assistant Chief Executive Officer, we are proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has high expectations to deliver the highest quality education, experiences and outcomes for the children and young people in its care.

The attached pack will tell you more about the post and the process of application and appointment.

If you would like the opportunity to help shape the future of the City Learning Trust, then we look forward to receiving your application.



If you are interested in having an informal conversation about this opportunity please contact Amy Fox, HR Advisor, who will arrange such (01782 853535). Application forms for this post are available from Amy Fox or the City Learning Trust website. It would be helpful if the letter in support of your application is no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it. Please send your application to: afox@citylearningtrust.org.

Yours sincerely,



Carl Ward
Chief Executive Officer



Sharon Bates
Assistant Chief Executive Officer

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Appointment Procedure:

Closing Date:	Thursday 20 th June 2019
Shortlist:	Friday 21 st June 2019
Interview:	Thursday 27 th June 2019

Smallthorne Primary Academy Background and Context:

- Smallthorne Primary Academy is a happy, vibrant and creative school and our children are central to all we do.
- Within our nurturing and stimulating environment, we encourage our children to be confident, aim high and be happy in all aspects of school life.
- We ensure our children feel valued, listened to and empowered to take an active role throughout their learning journey.
- We believe that all members of our school community should be respectful of each other at all times, and should celebrate their similarities and differences to ensure a safe and harmonious environment.
- We are proud to be part of a wider community who work collaboratively for the good of our children.
- We endeavour to prepare our children academically, socially and emotionally for their future lives beyond our school.

Mill Hill Primary Academy Background and Context:

At Mill Hill Primary Academy, we 'inspire creativity and achievement' through offering our pupils at Mill Hill Academy a forward thinking and innovative curriculum. All pupils are encouraged to hold the highest expectations, and all staff motivate and challenge each child to reach their full potential.

Inspirational learning experiences enable our pupils to open doors to successful futures, in which they too can make a positive contribution to the world and inspire learners for the future.

The school culture of 'inspiring creativity and achievement' begins with the needs of the child, and we want Mill Hill Primary Academy to be a learning community where education is viewed enthusiastically as a lifetime journey which has already started and will continue beyond school.

We also want our school to be an island of stability where a child can be secure and happy whatever social pressures exist outside. The responsibility for creating that environment is a responsibility we take very seriously.

City Learning Trust Background and Context:

The City Learning Trust is a family of Academies sharing resources and expertise: *united by our values, we place children first in everything we do.* We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.



Children in the City Learning Trust have the best opportunities to develop their education and skills. They get the best start in life to help them gain employment in the future and to instil in them a desire for lifelong learning so they can adapt in an ever-changing world. In our Trust, education is linked up from 3 to 19, where skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility.

Our values are important to us and guide the work we do:

- **Ambition:** Our Academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.
- **Cooperation:** We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.
- **Commitment:** Our Academies are a family of Academies with a common bond, dedicated to the communities that they serve.
- **Creativity:** We encourage innovation and the use of imagination and original ideas in all our Academies.
- **Leadership:** We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.
- **Respect:** We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from *Good* to *Great*. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-Academy trusts to raise standards.



JOB DESCRIPTION: KS1-KS2 Teacher

Responsibilities

Subject to the policies and procedure of the school, the duties of teachers are to perform such tasks as the Headteacher shall direct having reasonable regard to overall workload related to the following categories:

- a) Teaching a class and planning all necessary work accordingly
- b) Developing the school curriculum
- c) Assessing, recording and reporting the work of pupils
- d) Preparing pupils for assessment
- e) Providing advice and guidance to pupils on issues related to their education
- f) Promoting and safeguarding the health, welfare and safety of pupils
- g) Working in partnership with parents, support staff and other professionals
- h) Undertaking appropriate and agreed continuing professional development
- i) Participating in issues related to school planning, raising achievement and individual review
- j) Contributing towards good order and the wider needs of the school

KEY DUTIES ASSOCIATED WITH AREAS OF RESPONSIBILITY

Curriculum

It is expected that, within the school's framework for the delivery of the curriculum, all teachers will undertake, individually, and collaboratively as appropriate, duties allocated from the following list:

- Teach assigned classes
- Plan coherent and progressive teaching programmes that match pupils' needs and abilities
- Develop teaching and assessment materials
- Use the results of assessment to evaluate and improve teaching, and the learning and attainment of pupils
- Set and maintain targets and the pace of work for all pupils
- Prepare pupils for internal and external assessments
- Assist with the administration of internal and external assessments
- Record, monitor and report on pupil progress
- Meet with parents/carers to report on pupil progress and on-going educational needs
- Contribute to the effective running of stage/curricular area/subject/department
- Contribute to development planning, evaluation and quality improvement processes

Care and Welfare

It is expected that, within school's framework for the care and welfare of pupils, all teachers will undertake, as appropriate, duties allocated from the following list:

- Maintain classroom discipline and promote positive behaviour
- Promote and safeguard the health welfare and safety of pupils
- Provide advice for pupils as appropriate
- Monitor and take appropriate action in relation to routine aspects of the attendance, behaviour and progress of these pupils



- Contribute to the planning and transfer of pupils across transitional stages
- Communicate with parents/carers, as appropriate

Professional Development

It is expected that, within the school's development framework, all teachers will undertake professional learning and development, as agreed with their designated line manager:

- Participate in the annual Professional Review and Development process
- Undertake appropriate, and agreed, continuing professional development.

Allocation of Duties

Teachers are accountable, through appropriate line managers, to the Head Teacher and, in turn, through him/her to the Governing Body.

Following a process of consultation, each teacher's line manager will determine the particular duties that they will carry out, and which may vary, as required.

