



# APPLICATION PACK

School Staff Instructor  
Start date: ASAP





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- **Submit your application by 9am on 10<sup>th</sup> January 2025**
- **If you have any queries regarding the application process please contact our HR on [hr@moorend.spacademies.org](mailto:hr@moorend.spacademies.org)**
- **Closing date for applications: 9am on 10<sup>th</sup> January 2025**
- **Interviews: TBC**





# WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Moor End Academy, a proud member of the highly regarded South Pennine Academies. If you're impressed by our work, understand our vision, and want to be a part of our high performing and accredited world class academy, then we are keen to hear from you.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly, we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy maintain its high standards and world class ethos.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at [HR@edu.moorend.org](mailto:HR@edu.moorend.org) or call 01484 222 230 and visit our website to learn more about life at MEA.

Yours faithfully,

**Mr Kash Rafiq**  
Executive Principal

**Mrs Natasha Carman**  
Principal

# ABOUT MOOR END ACADEMY

## OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

**“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS.”**



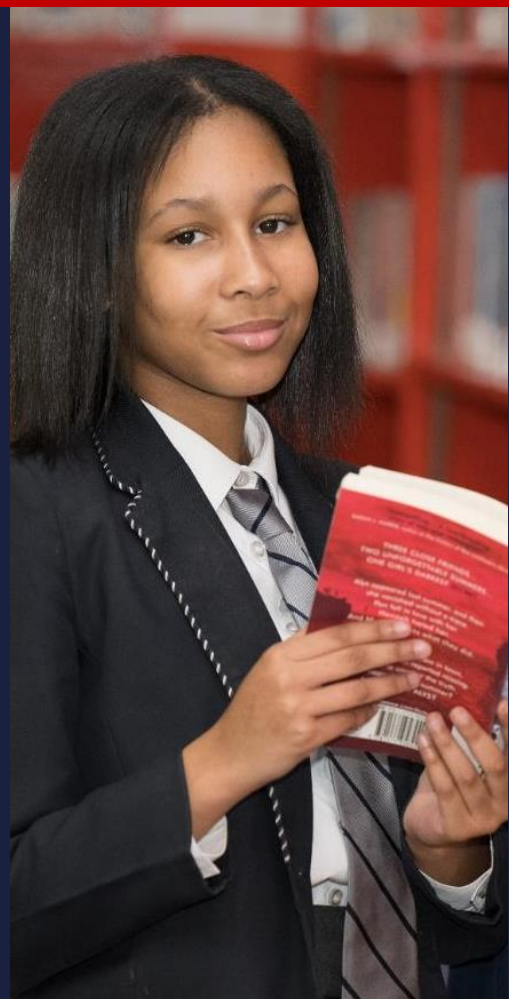
Our core **values** of Respect, Ambition and Responsibility underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and become the leaders of tomorrow.

## WHY JOIN US

1. **Relationships:** Positive relationships, mutual respect and the promotion of an ambitious school culture are at the core of what we do each and every day.
2. **Orderly environment:** The academy is a highly orderly environment and students conduct themselves well throughout the day embodying our three core values.
3. **High performing:** We are an exceptionally high performing school with a Progress 8 score which is well above national.
4. **Leadership:** Senior leaders are highly visible, supportive and have an open-door policy.
5. **Morale:** Our staff are buoyant in their attitudes and morale is high.
6. **High expectations:** There is a tangible culture of high expectations; teachers can teach, and students can learn.
7. **Attendance:** Students enjoy coming to school and attendance is well above national.
8. **World Class:** We are an accredited 'World Class' academy and have held this quality mark since March 2022.
9. **CPD:** We have achieved the 'Gold' CollectiVED: Coaching, Mentoring and Professional Learning in Education Award.
10. **Wellbeing:** We take a whole school approach to mental health and wellbeing and have achieved the CollectiVED 'Gold' accreditation in recognition of our holistic offer, and strong practice.



**Video Link**



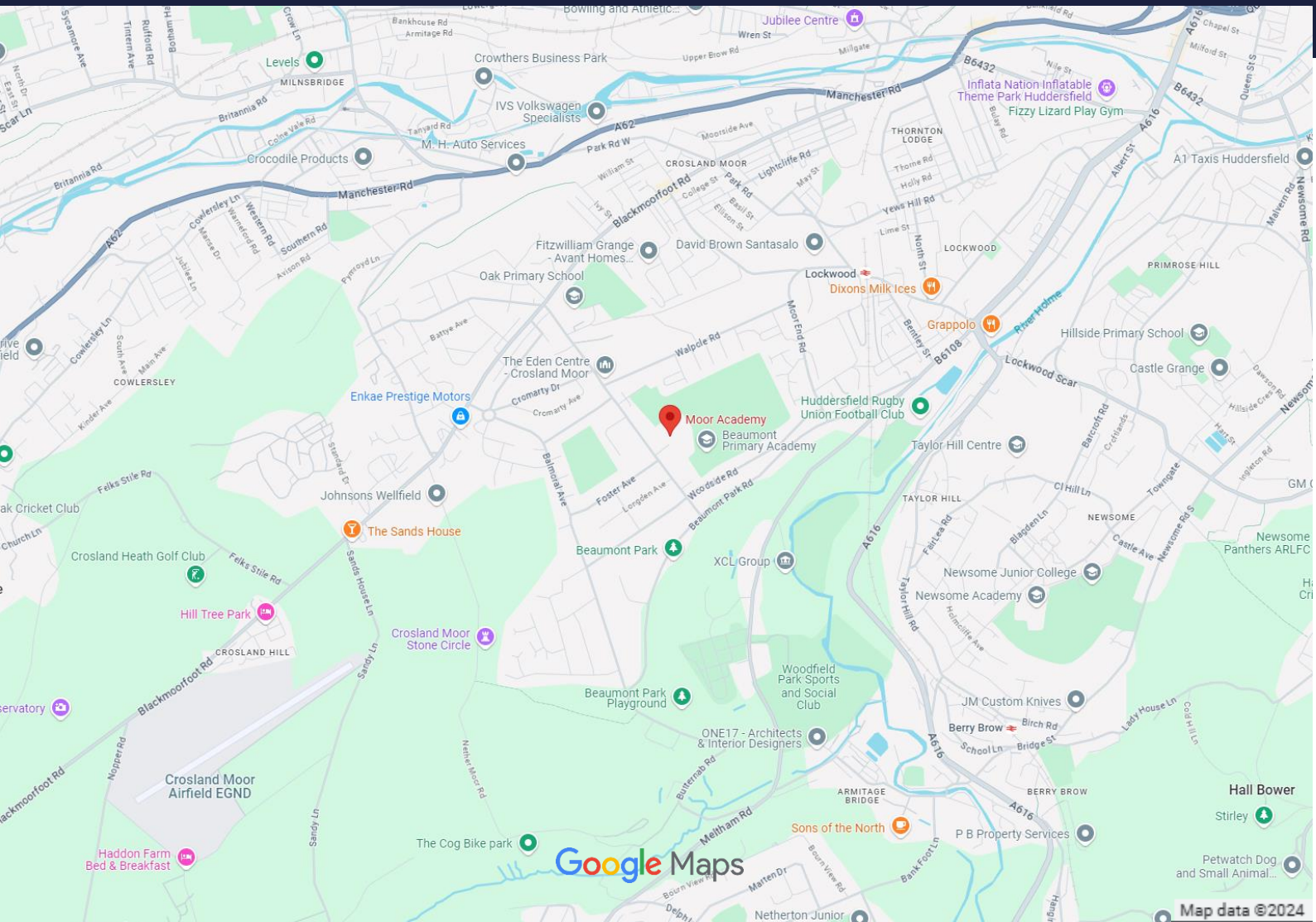


# THE DEPARTMENT:

The Finance Team at Moor End is a crucial part of the Academy. Within the team we have individuals with varied skill sets and experience to ensure the wide range of tasks required to support our teaching staff and associate staff are carried out effectively and efficiently

The Finance staff pride themselves on the work they carry out and understand how everything they do contributes to students achieving their potential. Not only do they support our teaching staff but also support the wider team in Business Support, Data Manager, Exams Manager, Main Office, ensuring the school operates as smoothly as possible. Each and every role is essential in supporting our teaching staff and ensuring they are able to concentrate on the most important job of all – teaching our students.

## HOW TO FIND US



# HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term [www.mynewterm.com](http://www.mynewterm.com) ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



# JOB DESCRIPTION

## School Staff Instructor

<b>Reporting to:</b>	Contingent Commander
<b>Salary:</b>	£6007.70 total remuneration per annum made up of a salary of (school amount per annum) plus up to 51 days of remuneration claimed directly from the MoD at the current rate of £82/day."
<b>Term</b>	15 hours per week over 2 days, 39 weeks per year  Tuesday 0900-1700, 0900-1600 one other day by agreement with the Contingent Commander (initially in school but may involve home working by agreement) plus a residential Summer Camp of 5-7 days (held June/July) and 1-2 weekends per term.
<b>Location:</b>	School based

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### Specific duties and responsibilities

The School Staff Instructor shall be appointed by the Principal and will need to be approved by the Army Cadet Training Team and Brigade. In addition to attending all training sessions in school, they shall be directly responsible for the following:

### Personnel

- Support the Contingent Commander and adult volunteers with the use of the cadet management database, Westminster.
- Keep cadet and adult volunteer records up to date, performing regular checks.
- Track weekly attendance of cadets.
- Prepare and distribute relevant paperwork for external events (e.g. consent and medical forms for cadets).

### Quartermaster Stores

- Oversee the daily operations of the Quartermaster's stores.
- Manage and maintain clothing records, keeping track of issues and returns.
- Prepare clothing accounts for audit every six months.
- Manage and maintain loaned equipment: recording and issuing receipts when kit is issued to cadets or adult volunteers.
- Oversee all security documentation and prepare for the inspections of loaned kit and equipment.
- Oversee the security and management of air rifles and ammunition
- Prepare and submit bills to the Contingent Commander each term to recovering money from parents for lost kit.



## Biennial Inspection

- Prepare for biennial inspections, ensuring security documents, radios, and store records are in order.

## Conferences

- Attend all Brigade and SSI (School Staff Instructor) conferences and training events.

## Training

- Assist in planning and developing cadet training programs.
- Attend all scheduled training and support cadet experiences like field exercises, adventurous training days, and military visits (1-2 per term plus a Summer Camp).
- Attend recces for upcoming training events taking place off the school site.
- Manage external events, including the booking of locations, transport, training support, stores and feeding and be the main point of contact for all administrative requirements. This also includes the preparation and submission of risk assessment paperwork in line with MoD timescales.
- Provide physical support for field activities, including collecting and returning rations and stores.
- Work with the Contingent Commander to book cadets and instructors onto camps and courses.

## Finance

- Seek funding from various sources to keep the cadet unit running.
- Prepare contingent accounts for annual audits (if delegate to do so by the Contingent Commander).
- Collaborate with the Contingent Commander, School Business Manager, and Schools Cadet Engagement Officer to secure external funding.

# PERSON SPECIFICATION

E = Essential  
D = Desirable

A = Application Stage  
I = Interview and Assessment stage  
R = References

## Relevant Experience

Minimum of 1 years' experience working with young people in an education or formal youth group setting.	E	A,I
Served within the Armed Forces (Regular service or Reserve) / CCF / community cadets.	D	A,I
Be computer literate – Word, email, Excel	E	A,I
Experience writing, and working to, risk assessments.	E	A,I

## Education & Training Attainments

Be an active member of a CCF or community cadets, or have served recently as an NCO in the Armed Forces.	D	A,I
Clean UK Driving licence	E	A,I
D1 license and a willingness to drive a minibus.	D	A,I
First Aid trained or willing to undertake training.	D	A,I
Outdoor and adventurous training qualifications.	D	A,I

## Skills & Abilities

Excellent written and verbal communication skills.	E	A,I
Approachable and willing to help (solution orientated).	E	A,I
Meticulously organised with great attention to detail.	E	A,I
Prepared to work occasional long days, including residential weekends and camps away from home.	E	A,I
Hold a genuine interest in the Cadet Forces and the development of young people.	E	A,I







# SAFEGUARDING NOTICE

## Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

## Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

## Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

## Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



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Website: [www.moorend.org](http://www.moorend.org)



# PARTNERS OF THE SPA TRUST

**South Pennine Academies is proud to work with thousands of students and staff across our eleven Primary and Secondary Academies. We have a national reputation for excellence in teaching and learning through forging strong relationships with the communities we serve, ensuring that the benefits of partnership working are fully realised by working closely with parents, employers and community organisations.**

Our vision and values are driven by our commitment to ensuring we deliver an outstanding learning experience for all of our students, promoting equality, inclusion and diversity in all that we do, valuing the distinctive community that each school serves.

As a Trust we believe in delivering school improvement through a partnership model, promoting the development of leaders at all levels in all roles right the way across the organisation.

Working with us provides colleagues not only with the opportunity to become a key player in the development of the academy they work for, but also the chance to contribute to school improvement and further success as part of the SPA team.

You can expect the highest quality professional development in your own academy, but also trust-wide as we realise our commitment to developing outstanding practitioners in all job roles who have the drive, knowledge, skills and experience so that we fulfil our vision of improving life chances through education ensuring all our children are successful citizens, who value their community and make a difference both now and in the future.

Check out our website for further information:

<https://www.southpennineacademies.org/index.asp>

## BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

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Ofsted  
Outstanding  
2019-2020

Ofsted  
Outstanding  
2015-2019

Moor End Academy

