**Candidate information pack**



**Welcome from the Academy Headteacher – Lucy Shaw**

Thank you for expressing an interest in the position of Apprentice Early Years Practitioner at Shibden Head Primary Academy

This is an exciting opportunity an enthusiastic, friendly, honest person with a positive work ethic to join our team whilst completing a Level 2 Early Years Practitioner apprenticeship through Bradford College. The apprenticeship is through blended learning, this includes being in the classroom, online learning and regular workplace assessments. This is an opportunity to join our team at our established and successful primary academy, which is proud to be part of Focus Trust.

The broad purpose of the occupation is to work and interact directly with children in our primary school, early years on a day to day basis supporting the planning of and delivery of activities, purposeful play opportunities and educational programmes within our school ethos.

To succeed in this role you will need to be have excellent interpersonal skills with the ability to be flexible and adapt and be prepared to roll up your sleeves and lead by example, just like we all do at Shibden Head.

Shibden Head Primary Academy is committed to safeguarding children, and this commitment is reflected in our recruitment processes.

We hope that you will find this information pack helpful in finding out more about this post. To apply please visit xxxxxxxxxxxx

I look forward to receiving your application.



**Mrs L Shaw**

**Headteacher**

**Welcome from Liz Fiddaman, Chair of Governors**

Dear applicant,

Thank you for taking the time to consider applying for the role Apprentice Early Years Practitioner at Shibden Primary Academy. As Chair of the Governing Board, I would like to take this opportunity to tell you a little bit about the context of our school.

Shibden Head is one of three schools serving the village of Queensbury, on the outskirts of Bradford. Queensbury is one of the highest parishes in England, with views to the hills of Brontë Country and the Yorkshire Dales to the north and north-west. We have just over 400 primary aged pupils, the majority of whom are of White British heritage. We converted to an academy on 1st March 2013, joining Focus-Trust. We are delighted by the level of highly skilled professional support and challenge that Focus-Trust provides, as together we strive for higher standards.

When you visit us, you will find children who are happy to be in school. We have a reputation for being friendly and welcoming with an exceptionally hardworking team of staff. Pupil behaviour is a strength and a rich curriculum, good quality teaching and learning combine to make this a rewarding and exciting place to be.

I hope I have given you a flavour of Shibden Primary Academy. We have every confidence that we will successfully recruit a classroom teacher who can continue our tradition of supporting and developing the school. We are a very supportive governing body with high expectations for our young children and staff, and hope that you feel encouraged to apply for the post.

L Fiddaman

**Chair of Governors**



3

# Academy details

|  |  |
| --- | --- |
| **Address** | Shibden Head Primary Academy  Hainsworth Moor Grove  Queensbury  Bradford  BD13 2ND |
| **Telephone** | 01274 882458 |
| **Email** | [shibdenhead@focus-trust.co.uk](mailto:shibdenhead@focus-trust.co.uk) |
| **Website** | [www.shibdenheadprimary.co.uk](http://www.shibdenheadprimary.co.uk) |

# Job description

|  |  |
| --- | --- |
| **Job title** | Apprentice Early Years Practitioner |
| **Academy** | Shibden Head Primary Academy |
| **Grade** | Apprenticeship salary £6.40 per hour for 1st year |
| **Accountable to** | Early Years Lead |

The broad purpose of the occupation is to work and interact directly with children in our primary school, early years on a day to day basis supporting the planning of and delivery of activities, purposeful play opportunities and educational programmes within our school ethos.

An EYP works as part of a professional team ensuring the welfare and care for children under the guidance and supervision of a teacher or other suitably qualified professional the Early Years Workforce.

Through this Apprenticeship, you will learn the essential knowledge needed to work with children in many different early years settings. You will understand key topics in safeguarding, health and wellbeing in children, children’s play and development.

Knowledge you will learn:

* Child development
* Significance of attachment
* Welfare of children
* Safeguarding
* Child protection
* Health & Safety
* Communication
* Partnership working

Skills you will learn

* Support babies and young children through a range of transitions
* Recognise when a child is in danger
* Identify risks and hazards
* Prevention and control of infection
* Safe use of equipment
* Promote health & wellbeing
* Communication
* Use feedback, mentoring and/or supervision to identify and support areasfor  
  development

What you will gain:

* Care and compassion
* Team focussed
* Commitment
* Work in a non- discriminatory way
* professional practice

**Course Entry Requirements**

Must achieve a minimum of Entry 3 in initial college assessments or already have GCSE A-C or 9-4.

**About our School**

**Academy vision, ethos and values**

At Shibden Head we aim to create a quality environment where everyone involved with the school has respect for themselves, for others and for their community.

By constantly encouraging and emphasising positive aspects of work and behaviour we seek to promote the high standards we strive to achieve.

We believe that the goals and targets we set should be high but realistic so every child has equal opportunity to achieve their maximum potential.

We actively promote healthy life-styles and give children the knowledge and understanding they need to make informed decisions about their health, safety and well-being as they grow.

Everyone at Shibden Head, be they child or adult, has a role to play and a contribution to make to the life of the school and its place in the community.

We believe that the teaching/learning environment we provide should reflect the fact that everyone’s contribution will be recognised and their views will be listened to.

We aim to have a school which provides stimulating, enriching and fulfilling experiences - a place which people enjoy coming to.

Our children are our future.  At Shibden Head we work together to give children the academic and life skills they will need for a happy and successful future.

**Our pupils**

The very large majority of pupils are of White British heritage and few have a first language other than English. The proportion of pupils known to be eligible for free school meals is below average. The proportion of disabled pupils or who are supported at school action plus or with a statement of special educational needs is below average. Attainment on entry is broadly in line with age-related expectations.

**Our staff**

Our leadership team comprises the headteacher, deputy head, business manager, one assistant headteacher and two senior leaders. In addition to teachers and teaching assistants, we have a pastoral lead who works with children and families, staff and outside agencies to offer support for wellbeing and develop parental engagement. The running of the school is also supported by admin, kitchen and lunchtime teams.

**Our facilities**

Shibden Head Primary Academy is all on one level and so is accessible to anyone with mobility difficulties. In addition to classroom accommodation, there is an ICT suite, a hall and gym, a cooking room and extensive school grounds.

We have our own kitchen and school meals are cooked on site. Our own before-school, after-school -Shine Club is available to all pupils. This opens at 7:30am and closes at 6pm

**Our school organisation**

Our pupil admission number is 60 and there are two classes for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by teaching assistants – the number of these depends on needs within classes and year groups. PPA time for teachers is covered by a combination of teaching partners/ HLTAs.

**Our curriculum**

We provide a broad and balanced curriculum with an emphasis on the basic skills all children need to acquire in order to succeed.  Our curriculum is designed to capture children’s imagination and natural curiosity and motivate a desire to learn about the world in which they live.

Children are taught to use new technologies as tools for learning in the 21st century. Pupils learn Spanish from Year 3 to Year 6. In Year 5, pupils benefit from whole-class instrumental tuition and swimming lessons.

**Our extra-curricular activities**

A range of extra-curricular activities usually operates in the autumn and summer terms, during which staff generally run an after-school club once a week. Examples of clubs offered include basketball, choir, gardening and cookery.

**School Quick Facts**

|  |  |
| --- | --- |
| **Type of school** | Primary |
| **Age range** | 4-11 |
| **Location/LA** | Bradford |
| **Number of children** | 409 |
| **Number of teaching staff** | 19 |
| **Number of support staff** | 46 |
| **% FSM** | 14.14% |
| **% SEN** | 10.42% |
| **% EAL** | 0.74% |

**Our geographical area**

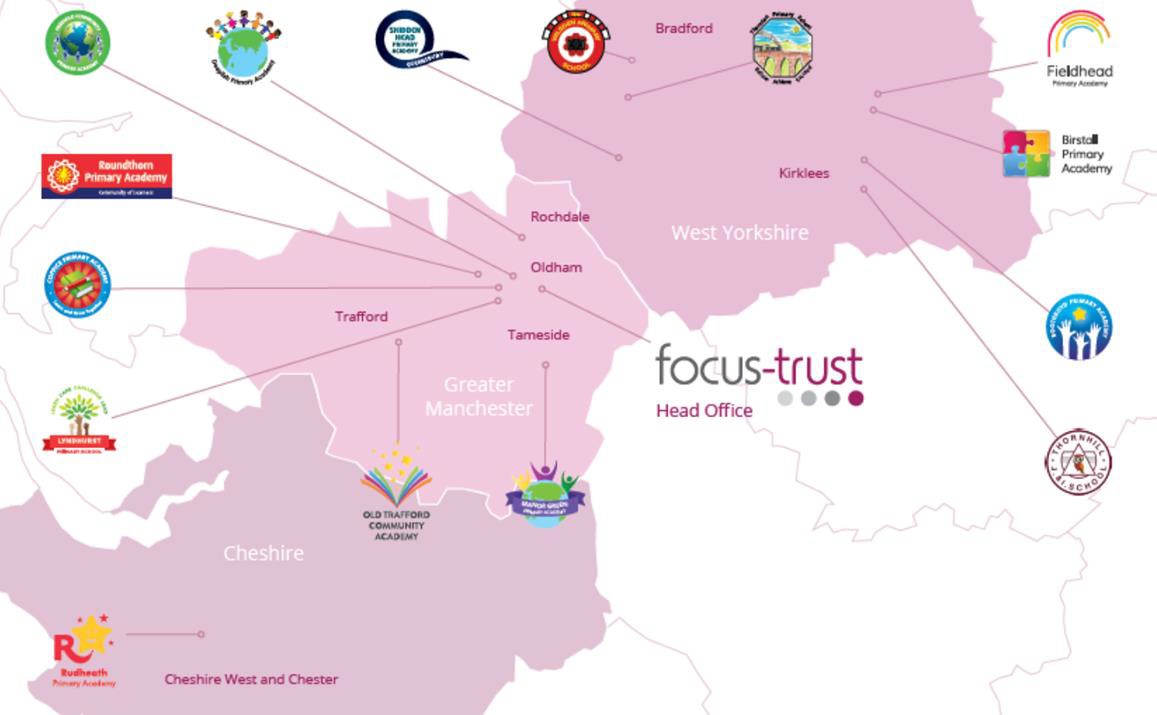
Shibden Head is one of three schools serving the village of Queensbury on the outskirts of Bradford.  Queensbury is one of the highest parishes in England, with views to the hills of Brontë Country and the Yorkshire Dales to the north and north-west.

In addition to our partner academies within Focus-Trust, we work collaboratively with schools in our local partnership and with a range of secondary schools in the Bradford and Calderdale areas to which our pupils transfer at the end of Year 6.



**About The Focus-Trust**

**Background to the Trust**

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust’s offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.

The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

## Vision

‘Great schools at the heart of our communities’ - with our Community Champions and colleagues, we strive to ensure we are being civic leaders making a difference in the local and national communities and the community is supporting us.

## Commitment

‘Learning together, making the difference’

## Collective Efficacy

We have a well-developed and securely embedded culture of Collective Efficacy. By this we mean we have, ‘A shared commitment to work together on the things that matter to improve outcomes for all.’

## The Focus-Trust Values

Professional honesty is at the heart of everything we do. The Trust knows the schools well because of the strong working partnership between academy leaders and the Trust Central Team. It is only by being honest and transparent with a balance of credible challenge and effective support, that we can move forward and get the best for all children and staff. Our work is underpinned by our values:

**Care** for children, adults and the learning environment

**Dare** to do things differently and have a go

Be **fair**, honest and inclusive – demonstrating integrity

**Share** expertise and best practice for the benefit of all learners

**What you might want to know about Focus Trust**

**Pensions**

Focus-Trust contributes to Teachers’ Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

**Employer Relations**

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

**Equality of opportunity**

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

**Safeguarding**

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

**Dress code**

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

**Policies**

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website

[www.focus-trust.co.uk](http://www.focus-trust.co.uk) and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that

they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

**Right to work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

**Validation of qualifications and identity**

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

**References and Social Media Checks**

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, social media checks will be undertaken if you are shortlisted. This social media check is designed to complement the range of standard recruitment checks and allows us to identify a candidate’s online presence which potentially could damage the organisation’s reputation.

**Knowledge and skills profile**

This is an important part of your application and is your opportunity to explain how you meet the person speciation for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

**Disability**

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact Natalie Harris if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Disclosure of a criminal record**

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

**Dress code**

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

**Knowledge and skills profile**

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate, using no more than 2000 characters, your skills, knowledge and experience and give short examples. Describe how you match the requirements of the role; include experience gained from previous jobs, community, or voluntary work. Ensure that the information you give is well organised, relevant, and brief. You may find it helpful to use sub-headings to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

**Policies**

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website [www.focus-trust.co.uk](http://www.focus-trust.co.uk) and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

**Pensions**

Focus-Trust contributes to Teachers’ Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

**Employer Relations**

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Thank you for taking the time to read this information pack. We wish you every   
 success in any application you may make.

Focus Academy Trust (UK) Ltd Ram Mill Business Centre Gordon Street Chadderton Oldham

OL9 9RH

E: [info@focus-trust.co.uk](mailto:info@focus-trust.co.uk) follow us on Twitter @focustrust1

**Care** for children, adults and the learning environment,

**Dare** to do things differently and have a go,

Be **fair**, honest and inclusive – demonstrating integrity,

**Share** expertise and best practice for the benefit of all learners

## School contact details

Shibden Head Primary Academy

Hainsworth Moor Grove

Queensbury

Bradford

BD13 2ND

Tele No: 01274 882458

Email: [shibdenhead@focus-trust.co.uk](mailto:shibdenhead@focus-trust.co.uk) Website: [www.shibdenheadprimary.co.uk](http://www.shibdenheadprimary.co.uk)

**Thank you for taking the time to read this information pack. We wish you every success in any application you may make.**