

INSPIRE

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INTEGRITY

EXCEED



# Recruitment Pack

## Temporary Maternity Cover Nursery Teacher

Hill Top Academy



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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**Exceed Learning Partnership**

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# A message from the CEO...

Dear Applicant,

**Thank you for taking an interest in developing your career with Exceed Learning Partnership.**

As a trust, we are passionate about improving the life chances of the children and families we serve.

When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster - particularly the most disadvantaged pupils.

Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations - all pupils can and will succeed. This is the ultimate goal within our Trust - making sure all our academies are exceptional places of learning where everyone is able to thrive.

In our Trust, we believe that colleagues need the freedom to develop and perform to the highest standards - dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

We are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!

***Beryce Nixon OBE***  
*Chief Executive Officer*  
*and National Leader of Education*



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## 1. Our Ethos



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

Every Child | Every Chance | Every Day

## Our Vision

***‘To equip young people with the knowledge, skills and mindset to thrive and then take on the world!’***

We will achieve our vision by:

Every child developing...

- a greater understanding of themselves as a learner
- Recognition of what their strengths are
- How they can share their strengths with others
- An understanding of what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment.

A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust.

This will focus on our learning philosophy skills:

- **Resilience**
- **Motivation**
- **Collaboration**
- **Creativity**
- **Investigation**
- **Teamwork**



## Our Values

### Inspire

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

### Include

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

### Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

### Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

## Our Aims



### SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



### SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



### SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



### SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.

# People Vision

We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto

*Every **Child***  
*Every **Chance***  
*Every **Day***



Exceed Learning Partnership  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •



# A Message for the Candidate...

## Letter from the Principal

Dear Applicant,

Thank you for your interest in the position of Nursery Teacher for Maternity cover at Hill Top Academy.

Hill Top Academy is a Primary Academy and we have 380 pupils on roll. Our age range is 3-11 years inclusive and we have a 52-place nursey. The children here are taught by skilled teachers who are each supported by their own Learning Support Assistant.

At Hill Top Academy we strive to appoint highly-motivated individuals who can take the Academy forward and ensure that the Academy can deliver our vision and ethos. We value every pupil's wellbeing and aim to give every pupil an opportunity to reach their potential, with the help of a very dedicated team of staff, governors, directors and parents.

This is an exciting opportunity for the successful applicant to use their skills and individuality to support our Academy through its continuing journey as an outstanding academy. In January 2024 we were judged as 'outstanding' by OFSTED, a grading we have maintained since 2011. We value every child's welfare and strive to give every child, every chance, every day.

We foster a positive climate and strive for all staff at our Academy to develop and pursue a successful career. In order to achieve this, we put the maximum amount of effort into creating the very best professional development opportunities. As part of the Exceed Learning Trust, we have National Leaders in Education.

I hope that this will inspire you to apply for this unique opportunity and I look forward to receiving your completed application. Once again, thank you for your interest in our position.

**Nichola Clark**



Academy Principal  
Hill Top Academy



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Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership.

ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions

<b>Job Title</b>	Nursery Teacher
<b>Job Grade</b>	M1 to M6
<b>Working Hours</b>	Full time 32.5 hours per week
<b>Contract Type</b>	Temporary Maternity Cover January 2025 to January 2026 <b>With the potential to extend the contract within Exceed Learning Partnership Schools</b>
<b>Annual Salary</b>	£31650 to £43607
<b>Primary Location</b>	Hill Top Academy
<b>Responsible to</b>	Principal and Leadership Team

#### Purpose of the job

Responsible for encouraging and cultivating a collaborative working environment dedicated to engaging students and achieving progress in their learning.

To be successful in this role, candidates should have a passion for working with children and inspiring them. As a teacher of children from age five to eleven, a primary school teacher is best placed to help them gain knowledge and achieve their full potential.



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# Job Description

## General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
  - Recognise your own strengths and areas of expertise and use these to inspire and support others.
  - Promote teamwork, working in partnership to ensure effective working relations.
  - Treat all users of the Academies within the Trust with courtesy and consideration.
  - Be aware and comply with equal opportunities and all Trust policies, at all times.
  - To assist with the development of policies and procedures as may be required outside your own remit of role.
  - To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
  - To produce and respond to complex correspondence from stakeholders and external agencies.
  - To participate in training and other learning activities and performance appraisal as required.
  - To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
  - Other duties commensurate with the nature of the post as directed by the Line Manager
- The duties and responsibilities highlighted in this job specification are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



# Job Description

## 1. PLANNING, TEACHING AND CLASS MANAGEMENT

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- To have regard for the National Curriculum and its age-related requirements;
- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks that challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Identifying SEN or very able pupils;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline;
- Use a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
- Select appropriate learning resources and develop study skills through library, I.C.T. and other sources.
- To maintain a well-organised, stimulating learning environment, which is conducive to learning and models excellent standards.
- Ensure pupils acquire and consolidate subject-specific knowledge, skills and understanding appropriate to the subject taught;
- Evaluate their own teaching critically to improve effectiveness.
- Encourage pupils to think and talk about their learning, develop self-regulation and independence, concentrate and persevere, and listen attentively.
- Use a variety of teaching strategies that involve planned adult intervention, first-hand experience, drama, play and talk as a vehicle for learning.



# Job Description

## 2. MONITORING, ASSESSMENT, RECORDING AND REPORTING

- To be responsible for the implementation, monitoring and evaluation of schemes of work and to track pupil progress by;
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Prepare and present informative reports to parents.

## 3. OTHER PROFESSIONAL REQUIREMENTS

- This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the National Teachers Standards and the required standards for Qualified Teacher Status and other current legislation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be responsible for the education and welfare of a designated class or group of pupils within the school.
- To develop and maintain positive relationships with pupils, parents, governors and staff
- To be open-minded and flexible enough to take on new initiatives in a positive manner.
- To be knowledgeable of and follow schools Child Protection policies.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Take responsibility for a curriculum area of responsibility including maintaining and purchasing resources.
- Take on any additional responsibilities, which might from time to time be determined.



# Job Description

## 4. Professional Learning

- To set key targets for development
- To work towards achieving targets for development

## 5. Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Local Governing Body and Trust.
- To uphold the Trust and academy's policies in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the academy's performance appraisal scheme

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.



# Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Description	Shortlisting
<b>1. Education, Qualifications and Vocational Training</b>	
Qualified Teacher Status	E
Good University Degree	E
Other specific courses and qualifications	D
Management qualifications	D
Relevant participation in in-service training	D
<b>2. Relevant Experience</b>	
To have a clear understanding of the National Curriculum and its application	E
Excellent classroom practitioner with the ability to teach the primary curriculum	E
A good understanding of legislation concerning SEND and Safeguarding	E
Experience of SEND	D
Knowledge or experience in multi-professional working	D
Experience of Teaching at Foundation Stage, particularly Nursery	E
<b>3. Skills</b>	
A knowledge of strategies that enable teaching of mixed ability pupils and provide work, which is differentiated to cater for the entire ability range.	E
Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in the classroom setting.	E
To create a happy, challenging and effective learning environment.	E
A willingness to work throughout the school.	E
A commitment to whole school improvement.	E
A commitment to work as part of a team which understands and supports each other leading to effective teamwork	E
Evidence of good or better teaching (classroom observation)	D
An outstanding practitioner who can inspire others	D
The ability to build on and develop aspects of teaching and learning to help the school to keep moving forward	D



# Person Specification

<b>4 Personal Qualities and Skills</b>	<b>Shortlisting</b>
Awareness of child protection issues	E
Responsibility for own professional development	E
Commitment to working with all members of school community	E
Inspire trust and confidence and motivate all pupils to the best ability	E
Enthusiasm, displays drive and energy to achieve results	E
Plan and manage workload effectively, recognising and managing pressure	E
Good communication and	E
Good organisational and time management skills	E
Desire to see children succeed, displays warmth, care and sensitivity when dealing	E
Able to enthuse and reflect upon experience	E
<b>5. Special Requirements</b>	
A willingness to be flexible where the need arises to meet the needs of the Academy	E





# How to Apply

## Guidance Notes for Applicants

If you are unclear about any aspect of the application process or you would like any additional information, please contact Lorraine Burton on 01709 805175 or email [recruitment@exceedlp.org.uk](mailto:recruitment@exceedlp.org.uk)

Visits to the academy are highly recommended and if you would like to arrange a visit, please contact Nichola Clark, Academy Principal on 01709 863273 or [n.clark@hilltop.elp.org.uk](mailto:n.clark@hilltop.elp.org.uk)

We are looking for a multi-tasking educational superstar who lives to inspire and loves to encourage, a selfless provider of knowledge and skills who can make a difference to the lives of our children.

If you have the qualities and skills for the role and want to be part of a high-performing team, dedicated to providing the best possible educational opportunities for the young people of Doncaster, then please send your completed application form to:

By Email: [recruitment@exceedlp.org.uk](mailto:recruitment@exceedlp.org.uk)

### By Post:

Lorraine Burton  
Personnel Manager  
Exceed Learning Partnership  
Edlington Lane  
Edlington  
Doncaster  
DN12 1PL

**Closing Date for Applications:** Thursday 7<sup>th</sup> November 2024

**Shortlisting for Candidates:** Friday 8<sup>th</sup> November 2024

**Interviews:** Friday 15<sup>th</sup> November 2024

References will be requested for shortlisted candidates who will be notified beforehand. If you are shortlisted, please contact each of your named referees to inform them that, we will request a reference prior to the interview. Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice.

The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children, applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure



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