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# Firbeck Academy

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PART OF THE NUSA TRUST

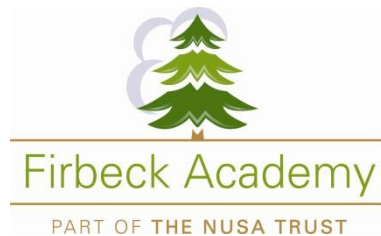
## Job Application Pack

### **Lead Teacher of the Deaf**

**MAINSCALE +TLR 2a (£2612.55) + 2 SEN points (£4095)**

**FULLTIME, PERMANENT POST**

Closing date for applications: 12pm on Monday 3rd April 2017



## **Application Details**

Thank you for your interest in the Lead Teacher of the Deaf vacancy at Firbeck Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr J Osprey, Head of School, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [headteacher@firbeck.nottingham.sch.uk](mailto:headteacher@firbeck.nottingham.sch.uk) or by post, for the attention of Mr J Osprey, to the following address:

Firbeck Academy  
Firbeck Road  
Wollaton  
Nottingham  
NG8 2FB

## **Application forms**

These can be downloaded from the school website [www.firbeck.org.uk](http://www.firbeck.org.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 12pm on the closing date of Monday 03 April 2017.

## **Interview**

Interviews will take place on Wednesday 26 April 2017. If you have not heard from us within 3 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.



## Overview of the Trust

The NUSA Trust is a small Multi Academy Trust based in Nottingham. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds with our core goal being achievement for every child. Our schools cover both secondary and primary phases. Our values are central to the positive ethos that we develop within our schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference to children.

The Nottingham University Samworth Academies Trust is committed to securing high levels of achievement for all students in our schools, regardless of their background. We believe that all young people can and should succeed in school. We are driven by a strong moral purpose to ensure the very best outcomes for our students in order to improve their life opportunities and enable them to live fulfilled lives.

## Overview of the School

### About the School

Firbeck Academy is a sponsored Primary Academy with Focused Provision for Deaf Children. The school operates a one-form entry and, including the nursery, there are around 250 pupils on roll.

Firbeck Academy is located in three buildings on a single site in the residential suburb of Wollaton, approximately 4.5 miles from the centre of Nottingham on the periphery of the city.

The site benefits from large tarmac playgrounds, field and established wooded area which is securely fenced and used for outdoor physical education and for curriculum activities involving the environment and nature.

All classrooms benefit from interactive white boards, sound field systems and computer equipment.

The school has recently undergone extensive refurbishment, including the addition of a new infant classrooms and a dedicated PPA room for staff.

### Ethos

We are very proud of our school. Firbeck is a special place where we seek to meet the best interests of the individual children in our care. By providing a caring ethos within a wide range of learning opportunities, staff aim to enthuse children to enjoy learning whilst developing the skills which will support them in growing up to be caring, independent, responsible people and lifelong learners. This is expressed in the Mission Statement "*Sowing the Seeds for Lifelong Learning*" and the ambition to "*Work Hard and Aim High*".



## **Focus Provision for Deaf Children**

Firbeck Academy Focus Provision for deaf children specifically caters for the needs of deaf children as an integral part of the mainstream school. It provides support from a range of specialist staff that ensures the needs of the deaf pupils are fully met within the daily life of the school. The culture and ethos of the school promotes the inclusion and achievement of deaf children. The Focus Provision is staffed with two teachers of the deaf and specialist teaching assistants and has dedicated spaces for teaching and learning.

## **Governance**

Firbeck Academy has an active and engaged group of Governors. The Academy is part of the Nottingham University Samworth Academies Trust, the joint sponsors of which are the University of Nottingham and Sir David Samworth CBE. The Trust is governed by a Board of Directors to which The Firbeck Academy Local Governing Body reports.

## **About NUSA Trust**

The job you are considering applying for is in a school which is a member of NUSA Trust. The NUSA Trust is currently considering joining a new multi-academy trust which will be called Nova Education Trust (NET). NUSA Trust is currently undergoing a consultation process to ascertain whether they will join NET. For more information about this proposed merger please visit [www.novaeducationtrust.net](http://www.novaeducationtrust.net) .

If NUSA Trust does choose to join NET there will be no change to the employment terms and conditions currently associated with this role. Initially the successful applicant will be employed by NUSA Trust under their current terms and conditions of employment. If the proposed merger goes ahead and NUSA Trust becomes part of the Nova Education Trust, those terms and conditions will be subject to 'Transfer of Undertakings' (TUPE) upon the formation of the new trust. The TUPE process will mean that the terms and conditions of employment of NUSA Trust will be maintained should that trust join the Nova education Trust.

If you have any further questions about the proposed merger or TUPE please do not hesitate to contact our HR team on 0115 9291 492 or [c.holmes@nusa.org.uk](mailto:c.holmes@nusa.org.uk) .

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

**Teacher of the Deaf – Firbeck Academy**

**Job Description**

Lead Teacher of the Deaf Firbeck Academy Primary and Nursery School	<b>Salary Grade</b>	<b>MAINSCALE Variable dependent on experience +TLR 2a (£2612.55) + 2 SEN points (£4095)</b>
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**1. JOB PURPOSE**

To develop and manage the focus provision for deaf pupils within Firbeck Academy. To work with academy staff to plan and deliver inclusive provision for all deaf pupils. To act as direct line manager to teachers and teaching assistants (TAs) attached to the provision. To work in partnership with the Sensory and Physical Team within the Inclusive Education Service and when numbers in the academy are low to carry caseload responsibilities within the team, to promote the inclusion and attainment of deaf children and young people in city schools.

**2. PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Core Responsibilities and Duties:**

1. To support the City's and Firbeck's core values of inclusion, school improvement, parent partnership, multi-agency involvement and effective delivery of services.
2. To develop the focus provision within Firbeck – to establish systems and policies to ensure the effective inclusion of deaf children in the academy.
3. To be part of the strategic management of Firbeck, ensuring the inclusion of the deaf children in all aspects of the school community.
4. To directly line manage TAs attached to the provision and to be responsible for the deployment of other support staff linked to the provision (such as Bilingual Instructor).
5. To liaise with the LA re admissions to the provision and ensure effective transition processes are in place.
6. To work with staff from the Sensory and Physical Team to ensure appropriate audiological support and teaching resources are in place.
7. To work with staff in Firbeck to develop and implement personalised plans for each deaf pupil.
8. To provide good language models in both spoken language and BSL appropriate to the needs of the individual pupils

9. To provide on-going training and support to staff and pupils in the academy re the needs of deaf pupils.
10. To provide direct teaching input to deaf pupils.
11. To liaise with other staff within the Local Authority and with other appropriate agencies.
12. To liaise with parents/carers in line with requirements of the SEND Code of Practice
13. To assess needs, identify appropriate provision and monitor and evaluate progress of deaf pupils within the school, maintain appropriate records, and contribute to reports and statutory assessment processes
14. To liaise regularly with LA named officers and to share pupil information including achievement and attendance data with the LA as required
15. To undertake professional development opportunities and where appropriate attend meetings and training sessions arranged for all teachers of the deaf within the City.
16. When numbers within the provision are low, to provide support to deaf children and young people in City schools, in negotiation with the team leader of the Sensory and Physical Team
17. To work with the business manager to ensure the funding for the Focus Provision is best matched to meet the needs of the staff and pupils within the provision and to submit financial information to the LA in line with contractual expectation.
18. To take responsibility for a foundation curriculum area across the school
19. To fulfil the roles and responsibilities as outlined in the National Teacher Standards
20. To undertake reasonable additional tasks and duties as required, by the Head of School, or named LA officer.

3. All staff are expected to maintain high standards of customer care in the context of Firbeck and the City Council's Core Values, to uphold the Equal Opportunities Policy and health and safety standards and to participate in training activities necessary to their post.

4. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.



5. To supervise all staff working within the Focus Provision including oversight of CPD and performance management

6. Postholder's immediate supervisor – Firbeck Head of School, named LA officer

**Lead Teacher of the Deaf – Firbeck Academy Focus Provision**

**Person Specification**

**Lead Teacher Firbeck Focus Provision**

**Salary Variable dependent on experience**

**Grade: MAINSCALE +TLR 2a (£2612.55) + 2 SEN points (£4095)**

FACTORS	DEFINITION	MEASUREMENT				
		P	A	T	I	D
Qualifications	<p>Qualified teacher of the deaf</p> <p>Qualified to BSL Level 2</p>		*		*	
Experience of teaching	<p>proven experience of teaching mainstream and deaf children</p> <p>Experience of working with pupils at Early Years, KS1 and 2</p>		*		*	
Knowledge & training	<p>Up to date knowledge of technology and audiology</p> <p>Up to date knowledge of the requirements of the national curriculum for Early Years KS1 and KS2 and assessing without levels</p> <p>Evidence of ongoing training relevant to the role</p> <p>Safeguarding: Knowledge and understanding of Firbeck and City Council safeguarding practices</p>		*		*	



FACTORS	DEFINITION	MEASUREMENT				
		P	A	T	I	D
Leadership Qualities	<p>Experience of leadership</p> <p>Ability to manage and inspire a team</p> <p>Able to manage challenging situations</p>		*		*	
Ethos	<p>Support for inclusive education</p> <p>Committed to working as part of a multi-disciplinary team</p>		*		*	
Skills/abilities – interpersonal	<p>Excellent communication skills, both orally and in writing.</p> <p>Ability to establish professional relationships with school, other agencies, parents and children</p> <p>To be diplomatic and approachable</p>		*		*	
Skills/abilities - other	<p>Creative, innovative thinker.</p> <p>Ability to work on own initiative.</p> <p>Ability to negotiate with school based staff.</p> <p>Skills in monitoring and evaluation.</p> <p>Organisation skills.</p>		*		*	
Work related circumstances	<p>Be willing to undertake further training as necessary, in order to enhance service delivery.</p> <p>Willing to follow Firbeck and the City Council's no smoking policy.</p>		*		*	



FACTORS	DEFINITION				MEASUREMENT				
					P	A	T	I	D
P-pre-application	A-Application	T-Test	I-Interview w	D-Documentary Evidence					
AUTHOR: C Gray					DATE:Feb2017				



## Application Form

This form is also available in other formats. Please use TYPE or BLACK ink and complete ALL sections. *This part of the application form WILL be used to shortlist candidates for interview.*

### Section A: Personal Details (Complete in Block Letters)

Post Applied For:

School Name:

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Surname:

Forenames:

Title:

(Mr/Mrs/Miss/Ms/Other)

Date of Birth:

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Address for Correspondence:

Permanent Address if Different:

Postcode:

Postcode:

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Home Telephone:

Mobile Telephone:

Personal Email:

Work Email:

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DfE Reference Number:

ISA Registration Number:

National Insurance Number:



## Section B: Employment

Employer Name:

Employer Address:

Postcode:

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Name and address of establishment where employed (if different):

Postcode:

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Present Post:

Date Appointed:

Point on Pay Spine:

Current Salary:

Additional Responsibility Points:

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Age Range of Pupils:

Number on Role:

Reason for Leaving:

Notice Required/Leaving Date:

Brief Description of Duties:



## Section C: Previous Employment

Starting with the most recent first and provide exact dates. Please continue on separate sheet if necessary

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Employer:

Post:

Pay Grade or Scale:

Full or Part Time:

Start Date:

End Date:

Reason for Leaving:

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Employer:

Post:

Pay Grade or Scale:

Full or Part Time:

Start Date:

End Date:

Reason for Leaving:

---

Employer:

Post:

Pay Grade or Scale:

Full or Part Time:

Start Date:

End Date:

Reason for Leaving:

---

Employer:

Post:

Pay Grade or Scale:

Full or Part Time:

Start Date:

End Date:



Reason for Leaving:

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## Section D: Education

GCSE English Language and Maths must also be included.

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Degree Subject:

Class of Degree:

Education Establishment:

Date of Award:

Start Date:

End Date:

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Post Graduate Qualification:

Education Establishment:

Date of Award:

Start Date:

End Date:

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Secondary School or College:

A Level Subjects (or equivalents)

Grade

Date

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Secondary School or College:

GCSE Subjects

Grade

Date

Maths (essential)

English Language (essential)



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## Section E: Teacher Training (if applicable)

Only complete the third part of this section if qualified since 1999

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Main Teaching Subject:

Subsidiary Teaching Subject:

Age Range:

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Please list recent (last 3 years) INSET and professional training relevant to the role:

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Date when NQT Status Awarded:

1<sup>st</sup> Review

2<sup>nd</sup> Review

3<sup>rd</sup> Review

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Please outline dates and details of any periods of unremunerated activity:



## Section F: Additional Information

You may wish to include additional information in support of your application. This should be brief but in any case no more than three sides of A4 size paper. This additional information should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the job description/person

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## Section G: Referees (Complete in Block Letters)

Please provide details of two referees below. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Firbeck Academy reserves the right to approach any previous employer or manager.

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### Referee One

Surname:

Forename:

Title:  
(Mr/Mrs/Miss/Ms/Other)

Status:  
(Head Teacher/Line Manager/Lecturer etc)

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Address:

Postcode:

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Telephone:

Email:

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### Referee Two

Surname:

Forename:

Title:  
(Mr/Mrs/Miss/Ms/Other)

Status:  
(Head Teacher/Line Manager/Lecturer etc)

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Address:

Postcode:

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Telephone:

Email:



Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.



## Section H: Health, Pensions and Disciplinary Proceedings

Please ensure that this section is completed in full where required. If an area is not relevant mark with N/A

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### Health and Medical Details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

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### Disability Discrimination Act 1995

The Disability Discrimination Act 1995 defines disability as, “a physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.” The Act requires an employer to make “Reasonable Adjustments” to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to have a disability?                      Yes ( )                      No ( )

If you have answered Yes please indicate any information that we need in order to offer you a fair selection interview on an attached sheet:

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### Pension:

Please give details of any pension scheme you have contributed to:

If you have opted out of the Teacher Pension Scheme please give details of your provision:

Have you elected to have your part-time relief employment treated as pensionable? YES/NO

If YES, please give date of election:

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### Disciplinary Proceedings:

Have you ever been the subject of formal disciplinary proceedings?                      YES/NO

If yes, please give details including dates.



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## Section I: Disclosure of Criminal Background

Firbeck Academy is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the Provisions of the Act. Please answer the following questions.

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Have you ever been convicted of a criminal offence?	YES/NO
Have you ever been cautioned for a criminal charge?	YES/NO
Are you at present the subject of a criminal charge?	YES/NO

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If YES to any of the above questions, please give brief details including dates:



## Section J: Declaration

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Firbeck Academy.

Signed:

Date:

Please return your completed form by email, post or hand to arrive by the closing date to the contact name and address shown in the advertisement/information pack. If you have not received a reply within the next 4 weeks, you should assume that your application has been unsuccessful.

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## Data Protection Act

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside Firbeck Academy without first seeking your permission. You can ask about your legal rights regarding personal information by contacting the Information Commissioner whose website is [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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## Marketing Survey

In order to ensure that Firbeck Academy is employing the most cost effective advertising and marketing activities we would be grateful if you could provide the following information:

1. How did you find out about this vacancy? (please tick)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> TES Print Advert | <input type="checkbox"/> TES Online Advert | <input type="checkbox"/> School Website          |
| <input type="checkbox"/> Local Press      | <input type="checkbox"/> Word of Mouth     | <input type="checkbox"/> Other (Please specify): |

2. Please rank the following methods of advertising jobs in order of effectiveness: (1 most effective, 6 least effective)

TES Print Advert   TES Online Advert   School Website   Local Press   Word of Mouth

3. How often do you use the print version of the TES to look for jobs?

- |                                |                                 |                                       |
|--------------------------------|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Never | <input type="checkbox"/> Weekly | <input type="checkbox"/> Occasionally |
|--------------------------------|---------------------------------|---------------------------------------|

4. Is the TES your primary source when looking for jobs    Yes    No

Thank you.