



Inspire Education Trust

Together we achieve, individually we grow

# RECRUITMENT PACK

## Early Years Lead Class Teacher



**Clifford Bridge**  
Academy



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## WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

**Lois Whitehouse – CEO**

## DEPUTY CEO



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.



We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.

As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

**Rob Darling – Deputy CEO**

## ABOUT THE ROLE

<b>Post Title</b>	<b>Early Years Lead Class Teacher</b>
<b>Salary Range</b>	<b>TMS/ TLR2a</b>
<b>Reporting to</b>	<b>Headteacher</b>
<b>Status</b>	<b>Permanent, All year round, 1.0 FTE</b>
<b>Flexibility</b>	<b>Flexible</b>

### Job Purpose

We are seeking to appoint an enthusiastic Early Years Class Lead to join our friendly and supportive team. The successful candidate will lead and support in teaching our early years children and develop staffs teaching skills by modelling high-quality teaching, coaching and training.



### **Duties and Responsibilities:**

Raising quality of teaching and learning

Carry out teaching responsibilities in line with the professional duties of a teacher.

- Have a clear understanding and champion Trust and academy improvement activities.
- Have a deep understanding of the individual components of the Inspire Curriculum knowing the intent and implementation strategies behind it.
- Model consistently high-quality teaching of the Inspire Curriculum and be able to demonstrate excellent practice to others.
- Have secure pedagogical subject knowledge of all National Curriculum/ Inspire Curriculum subjects taught in identified Phase.
- Ensure that the Inspire Curriculum intent and implementation are embedded securely and consistently across identified Phase. All teachers have a firm and common understanding of the Inspire Curriculum intent and what it means for their practice.
- Produce high-quality teaching materials that support excellent practice.
- Prepare and deliver training courses across the school to improve teachers' practice.
- Support with teachers' professional development and appraisal through carrying out lesson observations, providing feedback and implementing strategies to improve practice.
- Understand the components of the Inspire monitoring and feedback strategies to develop teacher pedagogy.
- Provide mentoring/coaching to individual teachers in need of 1-to-1 support to improve their practice.
- Use data to identify individuals or groups that need further teaching support and develop and implement strategies to raise the quality of teaching.
- Use data to identify individuals or groups of pupils that need targeted support, and develop and implement strategies to raise achievement
- Set challenging and ambitious targets for pupils on interventions and update parents on progress.
- Measure and assess the impact of interventions to raise achievement for pupils and the quality of teaching.
- Promote strategies which support differentiation, inclusion and positive behaviour.

### **Monitoring and evaluation:**

- Co-ordinate and carry out monitoring and evaluation activities to improve teaching and learning, including work scrutinies, lesson observations, learning walks etc.
- Use systems to analyse data from monitoring and evaluation and use insights to inform strategies and plans for teacher development.
- Support with self-evaluation and school improvement planning across the phase.

### **Professional development:**

- Take part in identified National Professional Qualification (NPQ).
- Lead on researching best practice and keeping up to date with the latest developments.
- Share knowledge with staff and offer support to implement the research into their own practice.
- Inform staff about the latest innovations in intervention strategies.



- Lead on identifying high quality CPD programmes to improve quality of teaching and learning.
- Take part in the school's appraisal procedures.
- Take part in further training and development to improve own practice.
- Where appropriate, take part in the appraisal and professional development of others.

#### **Management of staff and resources:**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

#### **Professional Development**

- Engage in regular continuing professional development (CPD) and training as required by the Trust or school.
- Reflect on practice and contribute to a culture of continuous improvement.

#### **Safeguarding and Child Protection**

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

All staff are expected to know what to do if they have concerns about a child, take on the responsibility for providing a safe environment and promoting children's welfare, undertake regular safeguarding and child protection training and, familiarise themselves with KCSIE part 1 and local policies and procedures as directed by the trust/academy.



## PERSON SPECIFICATION – Early Years Phase Lead

		Essential	Desirable
<b>Education and Qualifications</b>	Has a Qualified Teacher Status	✓	
<b>Experience</b>	Successful teaching experience	✓	
	Experience planning and delivering interventions for pupils	✓	
	Experience of supporting colleagues to develop	✓	
	Experience delivering training	✓	
<b>Skills and Knowledge</b>	Knowledge of the National Curriculum	✓	
	Knowledge of effective teaching and learning strategies	✓	
	Knowledge of the barriers to learning that pupils may face	✓	
	Tailoring plans and interventions to individual pupils	✓	
	An excellent understanding of how children learn	✓	
	Ability to adapt teaching to meet pupils' needs	✓	
	Ability to build effective working relationships with pupils	✓	
	Ability to establish curriculum development, assessment and co-ordination	✓	
	Knowledge of guidance and requirements around safeguarding children	✓	
	Knowledge of effective behaviour management strategies	✓	
	Able to use systems and to conduct analysis and produce reports	✓	
	Good ICT skills, particularly using ICT to support learning	✓	
<b>Personal Qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
	High expectations for children's attainment and progress	✓	
	Ability to work under pressure and prioritise effectively	✓	
	Commitment to maintaining confidentiality at all times	✓	
	Commitment to safeguarding and equality	✓	



	Recognises the importance of protecting their own personal wellbeing	✓	
<b>Safeguarding and Child Protection</b>	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education	✓	
	A realistic appreciation of the challenges involved in working with children	✓	
	Committed to improving safeguarding processes and practices. Sees it as part of their job	✓	
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training	✓	

### CORE COMPETENCIES

Clear understanding and commitment to safeguard and protect children

Adopts an inclusive approach respecting diversity in all forms

Conscientiously adheres to school / trust policies and procedures and works ethically

Works in a way, which abides to the school values of Excellence, Resilience, Nurturing, Fairness and Partnership

Embraces the vision "Together we achieve, individually we grow" and devotedly helps all students achieve this.



## ABOUT CLIFFORD BRIDGE ACADEMY



**Clifford Bridge**  
Academy

### FACTS AT A GLANCE

**2-FORM ENTRY**

**NUMBER OF PUPILS: 450**

**NUMBER OF STAFF: 57**

**BASED IN: BINLEY, COVENTRY**

## WELCOME FROM HEADTEACHER



We are a vibrant and happy two-form entry school, with a two-year-old provision as well as a wraparound facility. We were graded as 'Good' by Ofsted in January 2025, with three of the five areas being graded as 'Outstanding'. The report stated, "Pupils at Clifford Bridge Academy love to learn and teachers expect the best...Pupils are a credit to the school and are excellent ambassadors. They are right to be proud of their school. Parents say that Clifford Bridge is a very special place."

As part of the Inspire Education Trust, we work in close partnership with Arley Primary Academy, Blue Coat C of E School, Fredrick Bird Academy, Hearsall Community Academy, Stockingford Academy, Walsgrave C of E Academy and Whittle Academy. The links between the schools are both stimulating and supportive, enabling us to share best practices through collaborative working.

You will find our Clifford Bridge family warm and welcoming as our children, parents, carers, staff, and friends of our school are at the heart of everything we do. We are passionate about every child reaching for the stars; shining brightly in their talents and





working hard to achieve their hopes and dreams. As their teachers, we promise to guide them on their journey and to always make decisions that have them at the core.

Our exciting, ambitious curriculum is relevant and memorable as we develop children's knowledge and skills across a broad and balanced range of subjects. Our academy values are the golden thread woven throughout all we do where we foster curiosity, integrity, joy, kindness, nurture, and resilience.

I encourage you to come and see Clifford Bridge Academy to help you get the 'feel' of our school so please get in touch.

**Madaleine Turner – Headteacher**

## OUR SCHOOL VALUES

### Nurture

When your seed is planted in our pot, we promise to give you everything that you need to grow. We don't know what you will grow into yet but we will notice and encourage your uniqueness. Our broad and balanced curriculum will provide the water that will quench your thirst for learning, our staff will provide the nutrients that you need to thrive and our warmth and care will turn your face towards the sunshine. We promise to nurture your passions and celebrate your growth, in your own space and time.



### Curiosity

Curiosity is the helicopter that takes our thoughts higher and higher. The view beneath us gets bigger and bigger with every question that we ask. Like the propellers, as our curiosity builds, new avenues open up for us to explore. At Clifford Bridge, we push boundaries; we believe that if you never try, you'll never know.



### Integrity

At Clifford Bridge, our decisions and behaviours start with integrity. This allows us to be brave enough to stand up for what we believe in and challenge ideas that fall outside of our own moral compass. Much like a house, all the windows at Clifford Bridge, big or small, are transparent and strong. Like a window to a bright future, our integrity drives everything that we do.





## Joy

Joy is at the heart of everything we do at Clifford Bridge. Like a warm fire in a cold room, joy is a focal point that radiates warmth and draws people near. Each flicker of pride that we feel for our own achievements and those of others, enables the fire to grow and burn brighter. We aspire to ignite joy in every pupil at Clifford Bridge; through exciting learning experiences, opportunities to excel and lots of fun.



## Kindness

Kindness is the base on which Clifford Bridge is built; it is the cement that binds our school's foundations and makes it solid as a rock. It is respect, care and above all, love. Every day we sprinkle kindness wherever we go.



## Resilience

We want to give everyone the best gift of all. We want to teach you to love challenges, be intrigued by mistakes, enjoy effort, and keep on learning. That way you will have a lifelong way to build and repair your own confidence.



## MISSION AND ETHOS

### Vision

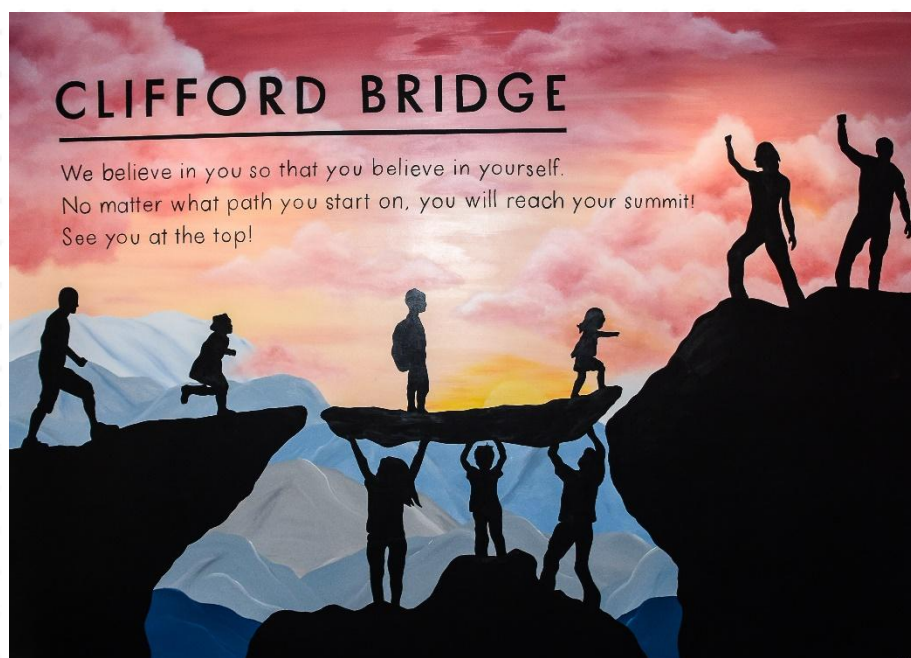
We believe in you so that you believe in yourself. No matter what path you start on, you will reach your summit. See you at the top.

### Mission

Create a culture which values each individual and prioritises knowing and understanding all members of the school community.

### Motto

See you at the top.





# ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



**Inspire Education Trust**  
Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

## Inspire Education Trust is made up of 8 schools.

- Arley Primary School, New Arley, Warwickshire (2024)
- Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
- Clifford Bridge Academy, Binley, Coventry (2015)
- Frederick Bird Primary School, Hillfields, Coventry (2024)
- Hearsall Community Academy, Earlsdon, Coventry (2017)
- Stockingford Academy, Nuneaton, Warwickshire (2019)
- Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
- Whittle Academy, Walsgrave, Coventry (2015)

## Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

*"Together we achieve, individually we grow"*

**OUR TRUST**

- Arley Primary Academy
- Blue Coat Church of England School & Music College
- Clifford Bridge Academy
- Frederick Bird Academy
- Hearsall Community Academy
- Stockingford Academy
- Walsgrave Church of England Academy
- Whittle Academy

## KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000+ PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES



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## STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



**External coffee van visits site for staff use**



**Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)**



**Calendars regularly reviewed with staff workload in mind**



**No Student or class data collected for data's sake**



**Prayer and worship time across our CofE schools**



**8 free external counselling sessions for all staff**



**PPA time designed to promote a healthy work life balance**



**Dedicated classroom wherever possible for all teaching staff**



**Free Wellbeing App Subscription**



**Time off for staff wellbeing**



**Staff wellbeing integral to the appraisal process.**



**Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay**



**Gym and fitness membership discount through CV-Life (based in Coventry)**



**Flexible and generous approach to family appointments, children's events, nativities, sports days etc**



**Opportunities for staff to get involved in sport and physical activity**



**Opportunities for career development always considered**



**Measured approach to lesson drop-ins**



**Staff marking & workload group to guide and develop policy**



**Communications protocol which promotes a healthy work life balance**



**Cycle to work scheme**



**Approachable Senior Leadership Teams**



**Staff social events (e.g time to talk)**



**Staff wellbeing champion network of support**



**EAP (Employee Assistance Programme) - Health Assured**



**Employer pension contributions of 23% + for teaching and support staff.**



**Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)**



**Access to trained Mental Health First-Aiders for all Staff**



## MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website <https://www.ietrust.org/vacancies/>

The closing date for applications is 9am Wednesday 15<sup>th</sup> April 2026

Interested candidates are encouraged to contact Steph Jones - [Stephanie.Jones@CliffordBridgeacademy.org](mailto:Stephanie.Jones@CliffordBridgeacademy.org) to arrange an initial conversation with Madaleine Turner – Headteacher.

Shortlisting will take place, and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on w/c 20<sup>th</sup> April 2026.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble – [Catherine.alexander-gamble@ietrust.org](mailto:Catherine.alexander-gamble@ietrust.org)

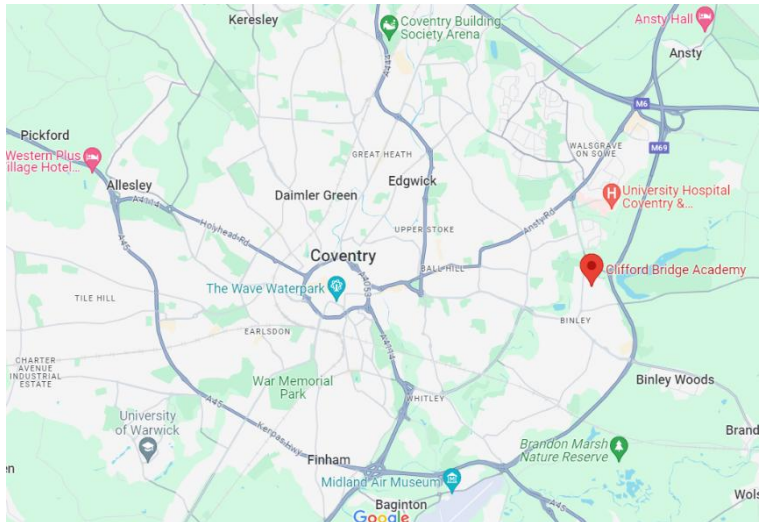
We look forward to hearing from you.





## HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Clifford Bridge Academy.



### ADDRESS

Clifford Bridge Academy  
Coombe Park Rd  
Coventry  
CV3 2PD

*A 5-minute drive from  
University Hospital Coventry,  
and a 15-minute drive from  
Coventry city centre.*

### PARKING

As you arrive at the front gate, you can drive in and there are 3 car park areas that you can park in. See the circled below for parking locations.





## FREQUENTLY ASKED QUESTIONS



### **How do I apply for a vacancy at Inspire?**

All applications must be received electronically via our My New Term page. CVs may be accepted but will not replace the application form.

### **Top tips for writing my application for Inspire?**

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

### **How does shortlisting work?**

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates protected characteristics.

### **When will my referees be contacted?**

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

### **How will I be contacted if I am successful?**

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

### **What is involved in the interview process?**

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

### **You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.**

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

### **Is there an onboarding process?**

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

### **Is there a probation period?**

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



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# RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST

## Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

## Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

## What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

## Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

## Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

## Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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 [facebook.com/ietrust](https://facebook.com/ietrust)

 [instagram.com/inspire.education.trust](https://instagram.com/inspire.education.trust)

 [twitter.com/inspireedtrust](https://twitter.com/inspireedtrust)

 [linkedin.com/company/inspire-education-trust](https://linkedin.com/company/inspire-education-trust)

 [tiktok.com/@ietrust](https://tiktok.com/@ietrust)



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