



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

# RECRUITMENT PACK

## Learning Support Assistant



**Blue Coat**  
Church of England School  
& Music College



# CONTENTS

WELCOME	3
ABOUT THE ROLE	4
ABOUT OUR SCHOOL	6
ABOUT INSPIRE EDUCATION TRUST	12
WELLBEING & SUPPORT	16
PERSON SPECIFICATION	17
MAKING AN APPLICATION	19
HOW TO FIND US	20
FAQ'S	21
STAFF TESTIMONIALS	23
PRIVACY NOTICE	25





## 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**

## Headteacher – Blue Coat CofE School & Music College



It is my great pleasure to welcome you to our school community. At Blue Coat, we are dedicated to providing a nurturing and inspiring environment where every student can thrive academically, socially, and spiritually. Our rich history and strong Christian values guide us in fostering a sense of belonging and purpose among our students.

Our vision is "Living life in all its fullness". We exist to equip our students to live life in all its fullness by providing excellent education that is distinctively Christian and inclusive of all. We aim to provide a broad



and ambitious curriculum that offers all students the opportunity to flourish academically and achieve their God-given potential.

In John 10:10 in the Bible, we hear of Jesus saying that 'Life in all its fullness' is found in Him. It is God's desire to see us flourishing in abundant Kingdom living – so that inspires everything we are and all we do at Blue Coat.

We believe in the potential of every child and are committed to supporting their journey towards excellence. Our dedicated staff work tirelessly to create a dynamic and inclusive learning experience, encouraging students to explore their interests and develop their talents. We pride ourselves on the breadth and variety of our extra-curricular provision, with Music, Drama, and Sport playing a pivotal role in the wider educational experience we provide, demonstrating the importance of 'Togetherness' in our school community.

Our vision of 'Life in all its fullness' inspires and shapes our resulting school CHRIST values, which are at the heart of everything we do. As a school, we are proud of our diverse and vibrant community. We celebrate our students' achievements and encourage them to be compassionate, responsible, and active members of society. We strive to instil a love of learning that will last a lifetime, preparing our students to face the future with confidence and resilience.

We know that not all staff and pupils will be followers of the Christian faith, yet there is an expectation that all members of the school community are sympathetic and respectful of the place of individual faith in personal development. Our values therefore reflect the distinctiveness of the Christian faith and the Kingdom of God, yet can be applied by all stakeholders, no matter their spiritual or cultural background.

We look forward to welcoming you to Blue Coat

**Lisa Henden – Headteacher (Blue Coat CofE School & Music College)**

# ABOUT THE ROLE

<b>Post Title</b>	<b>Learning Support Assistant</b>
<b>Salary Range</b>	<b>Grade 3 – £22,314 (FTE £25,185- £26,403)</b>
<b>Reporting to</b>	<b>Assistant SENDCO</b>
<b>Status</b>	<b>Permanent, 37 hours per week, TTO plus 5</b>
<b>Flexibility</b>	<b>Flexible working available</b>

## Job Purpose

To assist in the support and inclusion of children with special educational needs and disabilities or other barriers to learning, under the leadership of the SENDCo.

The postholder will focus particularly on students who require support with cognitive and learning needs.

## Main Duties and Responsibilities

- To support pupils with reading ages below age related expectations in accessing the curriculum;
- Identify pupils with reading ages below expectation, and support the assessment of students with the Accelerated Reader programme;
- Monitor and record pupils reading progress by liaising with teaching staff, LSAs (and outside agencies when appropriate) and to foster links between home and school;
- Provide statistical reports and analysis on pupils' progress;
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to effectiveness;
- Challenge and motivate students to promote and reinforce high levels of self-esteem within their reading;
- Support the quality of teaching and learning for students with special educational needs, in mainstream classes and/or during support lessons;
- Support students with a range of cognitive leads, tailoring support so it meets the needs of the individual.

## Other Duties

- Supervise students on Supported Study periods in the Hub Inclusion area as directed, ensuring they have appropriate work set and are completing studies to the correct standard;



- Supervise students during social time in a designated space as directed; be proactive in providing activities or structure to engage students during this time;
- Escort and supervise students where required, such as supporting students at the start of lessons, or supervising medical students in the canteen;
- Advise the SENDCo and the assistant SENDCo on matters relating to SEND students;
- Work with teaching staff to plan, review or develop resources for students;
- Represent Inclusion when required in curriculum or pastoral meetings;
- Advocate for students with SEND;
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice.

### **Safeguarding and Child Protection**

- Know what to do if there are 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;
- Be familiar with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy.

### **Other**

- *Carry out any other duties as directed by the senior leadership team line manager that are within the scope, purpose and spirit of the role;*
- Attend regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice;
- Take steps to ensure personal mental health and wellbeing are protected, seeking further support if appropriate.



## ABOUT BLUE COAT C OF E SCHOOL



**Blue Coat**  
Church of England School  
& Music College

### FACTS AT A GLANCE

**NUMBER OF PUPILS: 1700**

**NUMBER OF STAFF: 223**

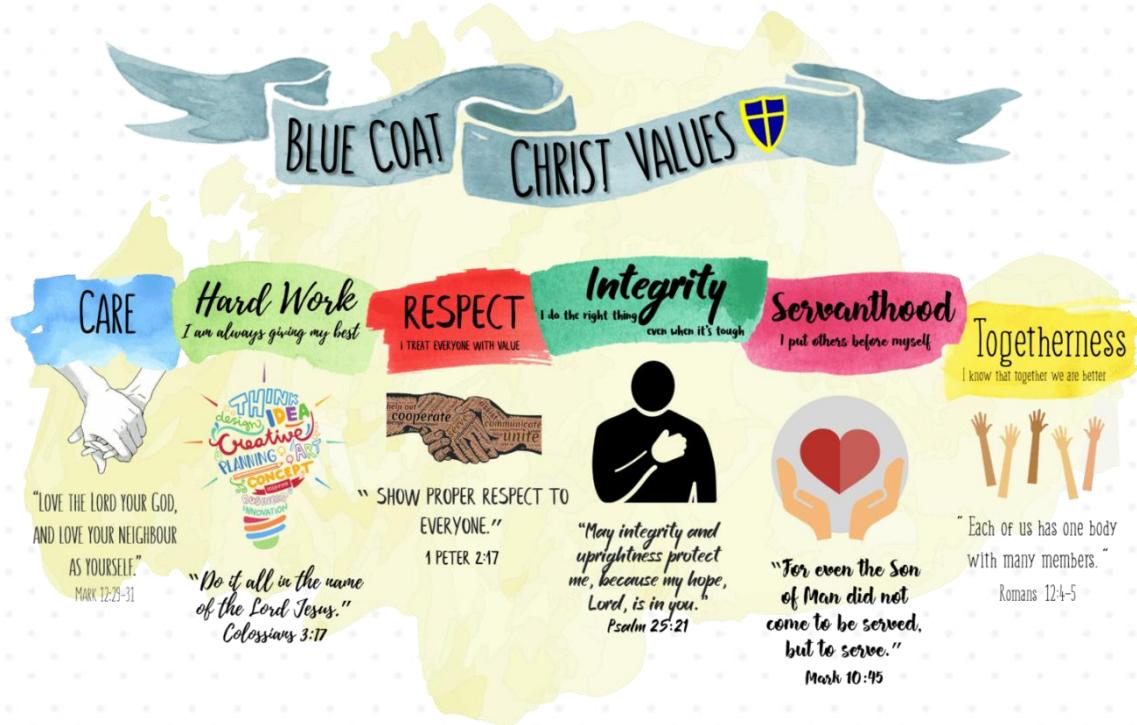
**BASED IN: LOWER STOKE, COVENTRY**

Blue Coat Church of England School and Music College is a vibrant and inclusive large comprehensive school in the heart of Coventry. Blue Coat is a Church of England School and this identity is of great significance to us. Our vision is about 'living life in all its fullness' and we aim to provide an excellent education which is distinctively Christian yet inclusive of all.

At Blue Coat we place high importance on developing the whole individual: academically, socially and spiritually. At the heart of the school lie our Values: Care, Hard Work, Respect, Integrity, Servanthood and Togetherness. Through these Values our whole school community can grow together and live life in all its fullness.



# OUR SCHOOL VALUES



## Care

I am always growing in my understanding and awareness of myself and how my actions impact others. I demonstrate care for myself, for those around me and for the environment through my understanding of my impact upon them.

## Hard Work

I recognise the importance of working hard to realise my potential. I do everything with integrity and diligence, with the full knowledge of why I am doing it. I know I am designed to work and to offer my unique gifts and talents, and so whatever I do I strive to do with excellence.

## Respect

I am responsible for my personal development, for the way I treat those around me and the way I care for the environment I live in. I understand that it is my responsibility to treat others the way I would want to be treated myself, and therefore I offer respect willingly. I am a responsible and respectful member of my school community, as well as the nation I live in and our wider world.

## Integrity

I am a person of integrity; one who has been honed and developed through my experiences and through the lessons of those around me. I will stand up for what is right even when it is hard, standing firm on my beliefs even when others are choosing a different path.



## **Servanthood**

I offer service to others with no desire for personal advantage or reward. I know that my life matters and so I willingly serve others just as others serve me. In this way I can make a positive difference in the world.

## **Togetherness**

I know that all are needed and valued and each person is important to the whole. I know my life makes a difference, and I am committed to being a positive impact on those around me and in the world. I recognise the common purpose I share with my school community; to enable all to thrive and achieve their potential academically, socially and spiritually.

## **VISION**

### **Our Vision**

Living life in all its fullness

### **Our Vision Statement**

To equip our students to live life in all its fullness by providing excellent education which is distinctively Christian and Inclusive of all.



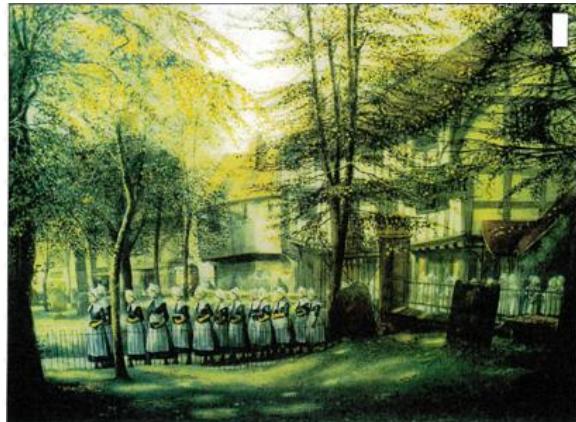
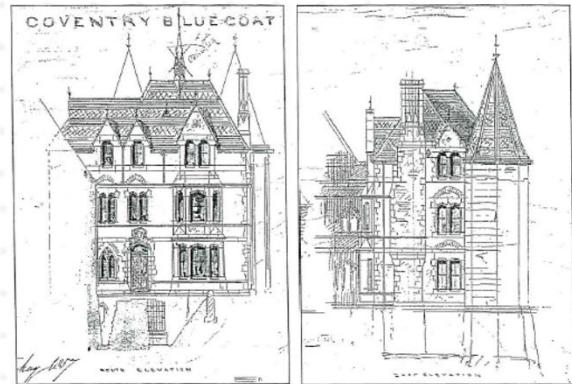


## HISTORY OF BLUE COAT SCHOOL

Blue Coat School boasts a rich and enduring history that spans over three centuries, dating back to its founding in 1714 near Holy Trinity Church in Coventry. Originally established as a girls' school with a mission to provide opportunities for all students, the school's commitment to quality education remains steadfast. The current Terry Road site has been home to Blue Coat since 1964, and in April 2020, the school became a member of the Inspire Education Trust, aligning with the belief that a first-class education leads to self-discovery, flourishing, and living life in all its fullness.

Originally founded in the 16th century across England as charity schools, Blue Coat schools were recognised by their distinctive blue uniforms. The Coventry-based Blue Coat School, founded in 1714, occupied the northwest tower of the Priory of St Mary, surviving the Dissolution of the Monasteries. In 1856, the school underwent a major rebuilding, resulting in the current Gothic-style building designed by James Murray to resemble a French château. The school remained at this location until 1964 when it moved to Terry Road. In 2011, the school attained academy status and secured a 125-year lease to the historic Charterhouse Fields.

Over the years, Blue Coat School has garnered recognition for its educational excellence and community contributions. In 2015, the school celebrated its tercentenary, and in 2016, the Archbishop of Canterbury, Julian Welby, visited the institution. Notable accolades include the Educational Outcomes Award in 2015, acknowledging the school's place in the top 10% of England's non-selective schools. Additionally, in 2021, Blue Coat School received the Lord Mayor's Peace and Reconciliation Award, further underscoring its positive impact on the community. The school's commitment to arts and culture is exemplified by its award-winning choir, established in 1976, which has roots dating back to the 18th century and has performed for prominent religious figures. Blue Coat School continues to be a beacon of academic achievement, community service, and cultural enrichment.





## FACILITIES

### Chaplaincy

The Chaplaincy suite is a vibrant and well-used place within the heart of the school, used by students, staff, visitors and families.

Our Chaplain, Luke Williams, welcomes you directly from an outside door opposite the main cross. The chaplaincy has floor to ceiling glass walls looking out to the cross, it has its own toilet and drink-making facilities, comfy sofa and chairs where staff and students can meet with the Chaplain. This prayer space is used at break and lunchtimes for groups to come and socialise. Throughout the year this space is also used for dedicated prayer alongside the cross.



is also

### Blue Coat Theatre

Over the last decade, Blue Coat has developed an outstanding reputation for producing highly professional theatre and musical events, this is a true reflection of the time and dedication given by staff and students alike.

There are lots of opportunities for staff and students to be involved in the performing arts at Blue Coat and we are extremely lucky to have great facilities for rehearsals and performances with Blue Coat Theatre providing a fantastic venue.



### Learning Resource Centre

The Learning Resource Centre is a large part of the Blue Coat School. It is open to staff and students all day from Monday-Friday for information literacy lessons, accelerated reading lessons, curriculum subject lessons and during social times.





# BLUE COAT ONLINE

Please see below the ways to connect with Blue Coat School online. We have so much great content on our website and our social media, which is where you can see what life at Blue Coat is really like.

## Website

[www.bluecoatschool.com](http://www.bluecoatschool.com)

## Facebook

[Facebook.com/bluecoatcofe](https://www.facebook.com/bluecoatcofe)

## Instagram

[instagram.com/bluecoatcofe](https://www.instagram.com/bluecoatcofe)

## X/ Twitter

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

## YouTube

[youtube.com/@BlueCoatCECoventry](https://www.youtube.com/@BlueCoatCECoventry)



Inspire Education Trust  
Together we achieve, individually we grow

Weduc Parentpay      

[ABOUT US](#) [ADMISSIONS](#) [CURRICULUM](#) [STUDENTS](#) [PARENTS](#) [WORSHIP](#) [SIXTH FORM](#) [VACANCIES](#) [CONTACT](#)



# ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is a 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.

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 Eng 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**

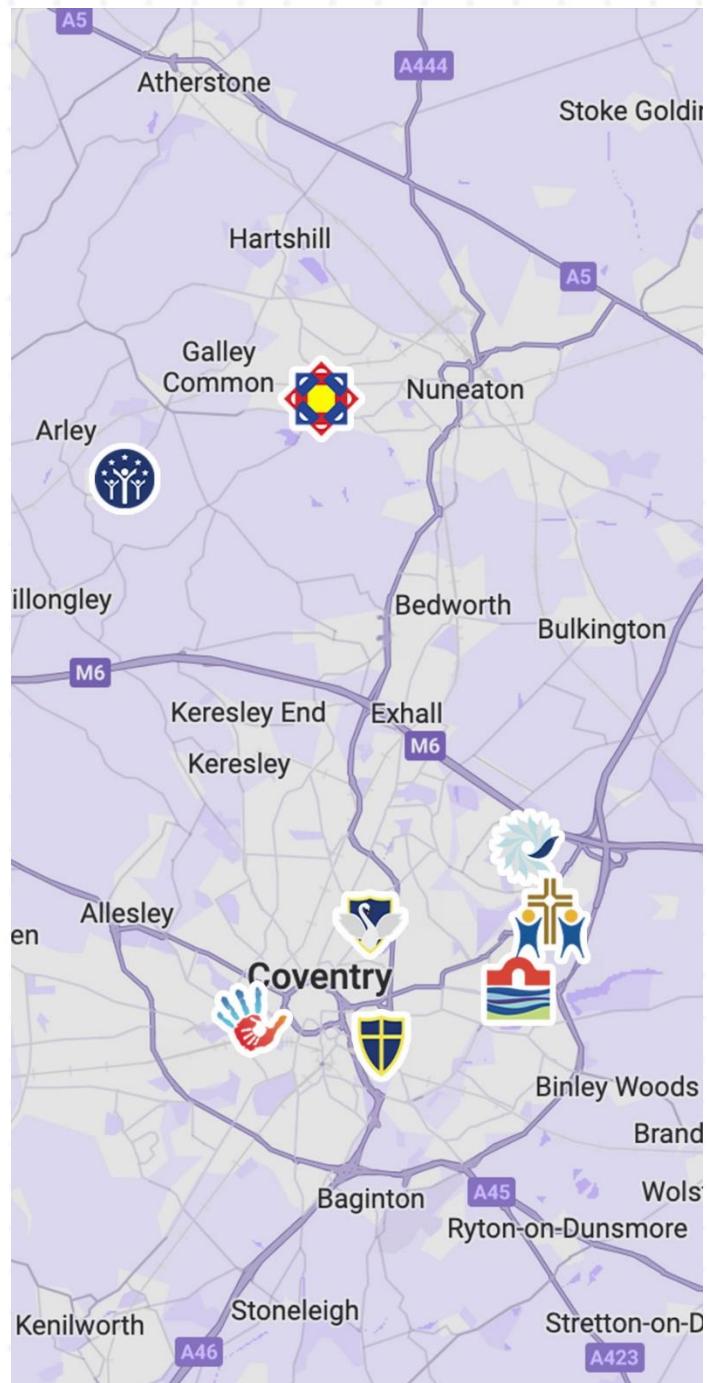
**OPERATING OVER 2 LOCAL AUTHORITIES**

The mission statement for our Trust is "Together we achieve, individually we grow". We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that "**Expectations Shape Outcomes**" and we expect the very best for all members of our school's communities.





# OUR VISION

*At Inspire Education Trust we provide an exceptional, inclusive education that empowers everyone in our communities to flourish, grow and achieve. Together, we will live life in all its fullness.*

This Vision sets the aspiration for everything we do.

## For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

## For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

## For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

## OUR SCHOOL'S VISION

ARLEY PRIMARY ACADEMY	BLUE COAT SCHOOL	CLIFFORD BRIDGE ACADEMY	FREDERICK BIRD ACADEMY	HEARSALL COMMUNITY ACADEMY	STOCKINGFORD ACADEMY	WALSGRAVE ACADEMY	WHITTLE ACADEMY
 New beginnings, endless possibilities	 Living life in all it's fullness.	 See you at the top	 Aspire and achieve	 Reach your true potential	 Nurturing hearts, Inspiring Minds, Shaping Futures.	 Together we thrive	 Soaring Beyond What We Imagine Possible



## OUR VALUES

Our values drive our behaviours, decision making and ambitions:

**Inclusive:** We celebrate diversity and difference. All are valued as members of our community knowing they belong.

**Nurture:** We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

**Servanthood:** We considerately put the needs of others before our own, recognising that in serving each other we serve all.

**Partnership:** We work collaboratively, recognising we achieve more together than on our own.

**Integrity:** We are open, honest and have strong moral principles which we use to guide us.

**Respect:** We show care, consideration, and courtesy for ourselves and all around us.

**Excellence:** We always strive to be better in order to become first class in all we do





## 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



<b>PERSON SPECIFICATION -Learning Support Assistant Blue Coat CofE</b>		<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Five GCSEs Grade C/4 and above or their equivalent including English and Mathematics	✓	
	An excellent standard of both written and oral English	✓	
	Willingness to undertake further relevant training	✓	
	Higher qualifications or relevant qualifications at A level or above		✓
	First Aid Qualification (or willing to be trained)		✓
<b>Experience</b>	Recent experience of working with young people either in a school setting, as a parent, or involvement in voluntary work such as a youth group, cubs, brownie or similar organisation	✓	
	Experience of communication with a range of individuals, including parents/carers and outside agencies	✓	
	Experience of using a range of computer packages including Microsoft Office	✓	
	Experience of working within in a school or educational environment		✓
	Experience of working with small groups in a tuition or intervention setting		✓
<b>Skills and Knowledge</b>	Knowledge of inclusion / SEND including Cognition and Learning (e.g. MLD), Communication and Interaction (e.g. ASD), Physical and Sensory (e.g. visual impairment) or Social, Emotional and Mental Health needs (e.g. anxiety)	✓	
	A good understanding of the needs and characteristics of students across the age range 11-19	✓	
	Knowledge and understanding of child development and the way children learn	✓	
	An awareness of, and sympathetic approach towards the difficulties likely to face children with special needs	✓	
	An understanding of equal opportunity issues and an awareness of what this involves	✓	
	An understanding of the roles played by various adults in a student's education		✓



	Knowledge of education initiatives		✓
<b>Personal Qualities</b>	Able to generate a positive approach to learning for all students	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
<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 **Care, Hard Work, Respect, Integrity, Servanthood** and working **Together**

Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.



## MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website.

The closing date for applications is 9am Thursday 29<sup>th</sup> January 2026.

Interested candidates are encouraged to contact [a.jozwiak@bluecoatschool.com](mailto:a.jozwiak@bluecoatschool.com) to arrange an initial conversation with the Cover Manager.

Applicants are advised to contact [schooloffice@bluecoatschool.com](mailto:schooloffice@bluecoatschool.com) if they wish to organise a visit to the school.

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

Shortlisted candidates will need to be available for interview on Wednesday 4<sup>th</sup> February 2026.

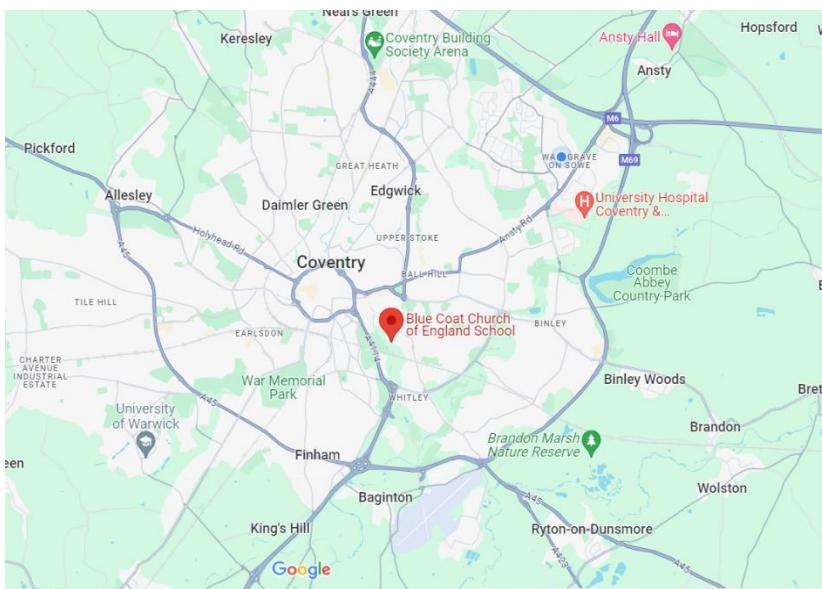
If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting [catherine.alexander-gamble@isetrust.org](mailto:catherine.alexander-gamble@isetrust.org)

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 Blue Coat School.



## ADDRESS

Blue Coat C of E School  
Terry Rd  
Coventry  
CV1 2BA

*A 5-minute drive from Coventry City Centre, and an 8–12-minute drive from Coventry Rail Station.*

## PARKING

As you arrive at the front gate, there is an intercom that you can ring the office with, they will then direct you through the gates. It is most likely that you will need to park in the visitor's car park. 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 TES 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.



## STAFF TESTIMONIALS

Taken from our 2023 staff wellbeing survey

*"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."*



*"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about ant issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."*

*"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."*



*"Employee support program is good and helpful to manage life inside and outside school."*

*"I think the school and Trust does a lot to support wellbeing and workload."*

*"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."*

*"The work of the wellbeing champions. It is much appreciated!"*

*"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "*



*"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."*

*"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."*

*"I feel always cared for by school. It is a really lovely nurturing caring place to work."*

*"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."*

*"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."*

*"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."*



# RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



**Inspire Education Trust**

Together we achieve, individually we grow

## 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 contacts 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.

# Together we achieve, individually we grow

-  [facebook.com/ietrust](https://facebook.com/ietrust)
-  [instagram.com/inspire.education.trust](https://instagram.com/inspire.education.trust)
-  [twitter.com/inspiredtrust](https://twitter.com/inspiredtrust)
-  [linkedin.com/company/inspire-education-trust](https://linkedin.com/company/inspire-education-trust)
-  [tiktok.com/@ietrust](https://tiktok.com/@ietrust)



**Inspire Education Trust**

Together we achieve, individually we grow