



## Associate Teacher Bedford Academy



# HEART Vision and Values



## Our Motto:

We value the dreams and aspirations of everyone in our community.

## Our Vision:

Our vision is to create a family of academies who are at the heart of their community delivering exceptional education and improving life chances for all through challenge and support.

## Our Values:

**H**igh **E**xpectations **A**chievement **R**espect **T**rust

## Our Motivators:

**Driven** - The passion to get better and better at something that matters. Our high expectations and aspirations for all the children and young people within the Trust's schools means we offer education that enables every child to excel and to develop the knowledge and confidence to do whatever they choose later in life.

**Community Minded** - The will to do what we do in the service of something bigger than ourselves. As a community we are helping to shape a group of academies to become outstanding schools which benefit Bedford and the surrounding areas for generations to come.

**Aspirational** - The commitment to improve life chances. HEART Academies Trust is determined that every child within its schools is challenged to reach their potential in a culture of enjoyment and opportunity where no one is left behind.

## Equal Opportunities

HEART Academies Trust is an equal opportunities employer and therefore operates no restrictive policies in relation to age, sex or creed. It is the wish of the Trust's Governors to appoint the most suitable candidate from all of the candidates offering themselves for appointment.

## Safer Recruitment

HEART Academies Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training as part of the induction, which will be regularly updated in line with statutory guidance. Please view our safeguarding policies [here](#).

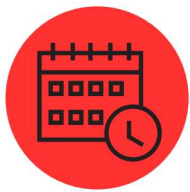




## Why Work At HEART Academies Trust?



As part of HEART Academies Trust, staff are valued and supported, allowing them to contribute fully to the wider school community. Our commitment to staff development and wellbeing is paramount.



Paid wellbeing day  
per year



Free gym and  
shower access



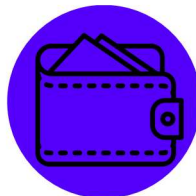
CPD pathways



£200 refer a friend  
scheme



Employee assist  
programme



Generous  
pension



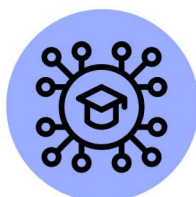
Cycle to Work  
Scheme



Free tea, coffee  
and breakfast



A commitment to  
environmental  
sustainability



An exceptional  
ECT Induction  
Programme



Secondment and  
shadowing  
opportunities



Free flu jabs,  
physiotherapy  
and eye tests



Regular training and  
development  
programmes



Flexible working  
options



Individual laptops  
for teaching staff



Free car parking



## About Bedford Academy



Bedford Academy is a popular and oversubscribed Secondary school based in South Bedford in a significantly deprived area of the Borough and is a part of Heart Academies Trust.

The school population has grown significantly from 2018 with 1100 students to 1400 to date, with a predicted number of 1800 by 2029. In 2025, student numbers in Year 7 will increase to 300. Our Sixth Form of 200 students, continues to expand also with 150 Year 12 places offered in 2025.

We have a talented, friendly and passionate staff body of 200 that has expanded due to the increase in numbers, demand and reputation.

Over the past 5 years the school has been on a transformational journey with the 'BA Way', high standards and positive relationships as the fundamental drive for school improvement. Our school vision of being 'Community Minded, Driven and Aspirational', empowers all staff and students to achieve their very best.

We are a school that has a tailored and unique CPD offer that develops pathways for staff to explore and realise future career ambitions. Regular staff surveys and wellbeing initiatives keeps staff turnover low and maintains a happy and motivated workforce, that are passionate about achieving the very best for the students and community we serve.

Our modern building provides a wonderful environment for students to learn in and staff to teach. We have extensive sports facilities, state of the art classrooms and a clear and strategic workload charter to maximise efficiency and work life balance.

Our new build (ready in September 2025) will greatly enhance the educational experience for our immediate and wider community.

We are looking for staff that are solution focused and genuinely passionate about improving the lives of children, who in some cases have very little. Our students respond best to staff that are consistent, friendly and committed who are willing to go above and beyond.

Our last Ofsted inspection took place in March 2023, where we were graded 'Good' in every area. Please read our full Ofsted report [here](#). We launched our 'Good to Great' initiative in September 2023 and are making significant progress with our continuing desire to be the best offer around. We would strongly encourage a visit from anyone that believes they can make a difference to our community.



Mr Chris Deller  
Head teacher

[cdeller@bedfordacademy.co.uk](mailto:cdeller@bedfordacademy.co.uk)





# Job Description

## Associate Teacher



### Responsibilities

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

#### Specific Responsibilities:

- To provide positive supervision (cover) for classes where the class teacher is absent. Delivering prepared lesson materials and securing children's learning.
- To promote positive student behaviour in line with the school's policy and support children to develop a positive growth mind-set, setting and maintaining high academic and personal expectations.
- To encourage students to interact and work co-operatively with each other and engage all students in learning activities. Encourage students to become independent both in their learning and in preparation for adult life.
- To deal with any immediate problems or emergencies in accordance with Academy policy.
- To establish effective communication with teaching staff to ensure that continuity is maintained for students' learning in a timely fashion that maximises student achievement.
- To ensure that students' work is collected, maintained and returned to the appropriate teacher in a timely fashion.
- To provide reports, information or to attend meetings regarding children and families that you work with as required.
- To co-ordinate individual support for identified children as directed.
- To assist/supervise examinations as directed when required.
- To take part in all professional development directed, including training day activities.
- To provide physical care and attention for the personal needs of students as required following appropriate training.
- Undertake the supervision of students at break and lunchtimes if required.
- Assist teachers in preparing and supervising trips and visits.
- Attend relevant meetings as required.
- Any other duties and responsibilities commensurate with the post.

#### Common Roles of All Trust Members:

##### Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

##### Leading and Managing Others and Self

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures



## Person Specification Associate Teacher



Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. The successful candidates for the role of Associate Teacher will be someone with high expectations, enthusiasm and the ability to positively impact on the learning, skills and experiences of our students. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Educated to minimum level 2 (Grade C or above in English and Maths)</li> <li>• Knowledge and understanding of the needs and characteristics of young people.</li> <li>• Experience of working with young people.</li> <li>• Experience of motivating and inspiring young people.</li> <li>• Experience of resolving problems and handling challenging situations.</li> <li>• Experience of managing behaviour effectively.</li> <li>• Knowledge and understanding of equal opportunities.</li> <li>• Understanding of and an interest in education.</li> <li>• Experience of working in a community with a culturally and socially diverse population.</li> <li>• Experience of effective record keeping and administrative skills.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree.</li> <li>• Successful experience of leading community and enrichment initiatives.</li> <li>• Experience of working with children of a secondary school age.</li> <li>• Experience of supporting student language/ literacy/ numeracy development.</li> <li>• Experience of teaching English as a foreign language.</li> <li>• Understanding of the area, local communities and relevant issues for families.</li> <li>• Knowledge of relevant age group's curriculum or courses.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to consistently motivate and encourage students to learn</li> <li>• Fundamental belief that every child matters and that aspirations/achievements can be significantly altered.</li> <li>• High expectations of all students and the desire to deliver a highly effective service.</li> <li>• Willingness to learn.</li> <li>• Ability to establish and maintain positive professional relationships with adults and young people and to deal with difficult situations sensitively.</li> <li>• Ability to organise and co-ordinate classroom activities.</li> <li>• Ability to work independently.</li> <li>• Developed interpersonal and communication skills (including written, oral and presentation skills).</li> <li>• Be able to cope with change, adapt to innovations and meet challenges successfully.</li> <li>• Team working skills: the ability to be an effective team member.</li> <li>• Energy, tenacity, resilience and determination.</li> <li>• Diplomacy.</li> <li>• A liking, sympathy and respect for children and sensitivity to their needs.</li> <li>• Ability to relate well to parents, teachers and the wider community.</li> <li>• Ability to understand, analyse and make effective use of a range of data.</li> <li>• Personal presence to develop and promote high standards in all aspects of Academy life.</li> </ul>	