

Recruitment Pack

Driver

Change lives
through a
career with
our Trust.



WELCOME

River Tees Multi-Academy Trust is a forward-thinking trust committed to ensuring the most vulnerable learners receive the highest quality of education and outcomes. We are firmly committed to our workforce and ensure fantastic developmental and wellbeing opportunities for the right candidate.

If you are ready to take the next step in your career, join us as we 'Change Lives'.

The Trust currently operates 5 schools across two main geographical areas (Gateshead and Middlesbrough). This role is based in River Tees Academy Gateshead, which is based across two sites.

To succeed in this role, you'll need to be organised, self-motivated, and resilient. You will be the sort of person who embraces change, loves challenges, and enjoys working in a role where no two days are the same. You will be an excellent communicator who uses their compassion and emotional intelligence to form positive relationships with colleagues, and lead and inspire our business team to ensure every aspect of the school's operations run smoothly and efficiently.

We are dedicated to investing in the training and development of our staff to ensure they possess the necessary skills for their roles. We welcome applicants who may not yet possess all the required skills but are willing to invest in their own growth to acquire the necessary knowledge.

The schools within our Academy Trust improve the character, community and currency of pupils who are excluded or at risk of exclusion from mainstream school, unable to attend school for a variety of medical needs and/or have an Educational Health and Care Plan that requires specialist provision. Changing Lives is our mission and this drives everything we do, in every department.



Who you are and
who you want to be



Links to others and
the wider world



Learning for your
future

'We Change Lives'

OUR TRUST

River Tees Multi-Academy Trust is a small but growing Trust in the North East of England serving some of the most disadvantaged communities in the country. We provide the highest quality education for learners who have struggled within the mainstream schooling system. Children and young people are welcomed into our academies, regardless of their challenges, past history or additional needs.

We use a relational approach with our learners, staff and communities. This helps us build trusting relationships that bring out the best in everyone. All staff are committed to improving the life chances of our learners.

We change lives through our focus on a highly personalised curriculum that provides Currency, builds Character and engages with the Community. Our whole team work together to safeguard our vulnerable learners and give them the confidence to achieve their educational, social, family and career challenges.

We want our learners to gain the skills, knowledge and qualifications they need to move forward but also to enjoy school and develop a love of learning.

River Tees Multi-Academy Trust was set up in April 2016, The Trust currently operates 5 Academies across the North East of England. The Trust works with the most disadvantaged learners. Our intent is to ensure we offer the highest quality provision for our cohort of learners, taking account of their additional needs, social deprivation and gaps in learning.

Our ethos and values are rooted in ethical approaches to partnership working and our drive to ensure that disadvantaged learners receive the best possible education.

OUR VALUES

River Tees Multi-Academy Trust are committed to changing lives. We help our staff, learners and communities to be:

- ❖ Resilient and brave.
- ❖ Trustworthy and kind.
- ❖ Making a positive difference to learners', staff and our wider communities' lives.
- ❖ Aspirational and hopeful.
- ❖ Tolerant and respectful.

WELCOME FROM CEO

I am delighted to extend a warm welcome to all potential candidates interested in joining the River Tees Multi-Academy Trust. Our organisation is dedicated to fostering an inclusive and dynamic educational environment that prioritises the growth and success of both our learners and staff.

River Tees Multi-Academy Trust was established with the mission of providing exceptional educational opportunities across our diverse network of schools. We believe in nurturing talent, promoting well-being, and maintaining high standards of academic excellence. Our core values are centred around character, community, and curriculum.

We envision a future where every learner is equipped with the knowledge, skills, and confidence to succeed in a rapidly changing world. By championing innovative teaching methods and personalised learning experiences, we are committed to making this vision a reality.

We offer extensive training programs and career advancement opportunities to support your professional growth. Our trust is built on mutual respect and inclusion, ensuring a welcoming environment for all. We value teamwork and collaboration, providing a supportive network to help you thrive. Join us in making a significant difference in the lives of our learners and the broader community.

River Tees Multi-Academy Trust encompasses several schools, each with its own unique character and strengths. We pride ourselves on our ability to cater to a broad spectrum of educational needs. Our schools are committed to providing a safe, engaging, and stimulating learning environment for all learners.

We are excited to learn more about you and your potential contribution to our team. We look forward to welcoming dedicated and enthusiastic individuals who share our commitment to educational excellence.

Thank you for considering River Tees Multi-Academy Trust as the next step in your career. Together, we can empower education and inspire futures.

Christina Jones OBE
CEO

ABOUT THE SCHOOL

River Tyne Academy Gateshead is commissioned by the Local Authority to provide educational services to learners aged between 11 and 16 throughout the borough of Gateshead, including those with Special Educational Needs and Disabilities (SEND) and Looked After Children who have been permanently excluded or are at risk of exclusion.

The school offers 103 locally commissioned placements for learners who have experienced permanent exclusion and accommodates learners from neighbouring authorities and schools that commission placements with us.

The school currently operates across two sites:

- Millway Site, Gateshead, NE95PQ; and
- Birtley Site, Birtley Lane, Birtley, DH3 2PP

We use a trauma-informed, relational approach that adapts to each learner. This method builds trust with learners and families and supports meaningful change.

We deliver high-quality education to those who are permanently excluded or at risk of exclusion. Our ethos, “we change lives,” is embodied through our 3C curriculum:

- **Character:** Focusing on personal development and aspirations.
- **Community:** Building connections within the school and the broader community.
- **Currency:** Preparing learners with skills and knowledge for their futures.

The school is committed to expanding opportunities and improving outcomes for all learners by prioritising quality-first teaching. By continually reflecting on and refining our provision, we seek to remove barriers to learning and foster an inclusive environment where every learner can thrive. Our dedicated staff work collaboratively to identify individual strengths and needs, ensuring targeted support is in place to help each young person realise their full potential. With a clear focus on positive relationships and high expectations, we equip our learners with the confidence and resilience they need to succeed both in the classroom and beyond.

ABOUT THE ROLE

We are looking for a responsible Driver to transport our young people at the start and end of the school day. The ideal candidate should have the ability to build and maintain positive relationships with young people. Understand vehicle maintenance and safety checks, although full training will be provided.

We are seeking a dedicated and passionate individual who shares our passion and understanding.

The right candidate will believe in holistic and relational support for our learners, ensuring they develop skills that will benefit them in the future.

Application closing date	TBC
Interview Date/s	TBC
Location	Millway, Gateshead, NE9 5PQ. Birtley Lane, DH3 2PP.
Salary	Grade NJC SCP 6 – 8 actual salary £15,828
Contractual hours	Term time only
Working Hours	25 hours per week term time only (Normal working hours 07:00-09:30 and 14:00 – 16:30 – variable during non-term time to be agreed)
Basis	Permanent

Our Trust celebrates the diversity of our school communities. We actively encourage visits to our school sites – once you see our work in practice, we are certain you will be committed to joining us in Changing Lives.

You are welcome to contact our School Business Manager Amanda Howarth for an informal discussion about this post prior to application. The Job Description and Person Specification fully outline the requirements of this post and can be found on our website, please click [here](#)

Supporting statements should be written in line with the Person Specification - CVs are not accepted.

This post is subject to an Enhanced DBS check, Social Media check and satisfactory references.

JOB DESCRIPTION

Main Duties and Responsibilities

- To be responsible for the health and safety, comfort and welfare of pupils and staff whilst being transported in the vehicle.
- To be responsible for carrying out daily and weekly vehicle checks, and to carry out basic maintenance (topping up of fluid levels, tyre pressures etc.) reporting any problems to the Premises Manager.
- Reporting any vehicle defects, faults, incidents and accidents.
- To be responsible for ensuring that the required number of seats are in place and secure, and that the necessary wheelchair restraints are available for the planned journey.
- Ensuring the vehicles are clean and roadworthy before and after use.
- To be responsible for the welfare, safety and comfort of passengers at all times and to offer assistance where appropriate.
- Refuelling vehicles when required.
- Working within the health and safety guidelines and other guidelines that may be issued from time to time.
- To be responsible for the correct use of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing.
- Working within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.
- To undergo MIDAS training, Safeguarding and Manual Handling and other training courses as directed.
- To ensure all mileage logs and other paperwork relating to the minibus is kept up-to-date and accurate.
- To be responsible for returning the vehicle keys to the school office or to leave them as advised if outside office hours.
- To provide a copy of your driving licence every 6 months on request and to immediately advise the School Business Manager or any changes or endorsements to your licence.
- To ensure all passengers and you always wear a seat belt at all times.
- To undergo a Disclosure and Barring Service Check.
- To undertake any other duty that may from time to time be reasonably required to ensure the smooth running of the Academy.
- To respect the confidentiality of all matters relating to the school, pupils and staff.

Accountabilities

- Attend and participate in staff training as directed by the Academy.
- Must hold a current clean and valid driving licence which includes D1.
- To always maintain confidentiality.
- To adhere to RTMAT policies as outlined in the staff handbook.
- To undertake annual appraisal and development.

General Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- To work in accordance with the RTMAT equality policy.
- To be a designated key holder if required.

Additional Tasks

To undertake any other duties reasonably required by the Trust, including participation in the Performance Management process in accordance with statutory requirements.

The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the post holder. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade.

All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of River Tees Multi Trust in performance of their duties.

All employees are expected to respect all confidentiality and principles and practice of the Data Protection Act. All post holders are required to comply with Health and Safety policies and legislation.

PERSONAL SPECIFICATION

Criteria	Essential	Desirable	Prepared to train
Aged between 25 and 70 years (to meet the requirements of our insurers)	*		
To have a full, clean driving licence with D1	*		
Willingness to undergo MIDAS driving training, if this is not currently held			*
DBS clearance to work with children	*		
Reliable and trustworthy	*		
Flexible approach to working arrangements	*		
Sensitivity to user needs	*		
Previous experience of minibuss driving		*	
Good geographical knowledge of local area		*	
Organisation skills	*		
Ability to work successfully in a team	*		

Confidentiality	*		
Ability to work to deadlines and prioritise own workload	*		
To be committed to the School's policy and ethos	*		
To be committed to continual professional development	*		
Motivation to work with children and young people	*		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	*		
To assist in ensuring that RTMAT's equalities policies re considered within the school's working practices in terms of both employment and service delivery	*		

Please refer directly to these when forming your supportive documents demonstrating how you are the right candidate for this role.

The Trust is committed to investing in the training and development of its staff to ensure they possess the necessary skills for their roles. If you identify any gaps in your experience, please mention them in your application and express your readiness to acquire these skills.