



Shortstown Primary School

RECRUITMENT

PACK

WELCOME FROM THE CEO

At HEART Academies Trust, we believe that education has the power to transform lives.

Our family of schools is united by a shared commitment to excellence, opportunity, and community. Whatever your role within our Trust, you play a crucial part in shaping the future of our students and making a meaningful impact on their lives.



David Morris, CEO

"We look forward to welcoming talented, passionate, and dedicated individuals to our Trust. If you share our vision and values, we would love to hear from you. Together, we can make a lasting impact.

Welcome to HEART Academies Trust."



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



ABOUT THE TRUST

HEART Academies Trust formed in 2017 and currently consists of one secondary school, Bedford Academy and five partner primary schools in the surrounding Bedford area.

HEART Academies Trust supports continuity of education within the community. Adopting a 'stronger together' approach and a commitment to positive collaboration enables each academy within the Trust to celebrate what they already do well whilst providing opportunities to ensure continued development and improvement across all academies within the Trust

We believe that every child can succeed, both personally and academically, when provided with early and effective help from staff who know and value them as individuals.

As a sustainable education trust we are committed to making a positive impact on the environment. Our schools embrace eco-friendly practices to ensure that we not only serve today's learners but also safeguard the future for generations to come.





Denise Cottam Headteacher
dcottam@shortstownprimary.co.uk

We encourage the children to become independent, resilient and develop a positive attitude towards their learning.

We are a thriving school, in the heart of our community. We opened our new building, with a preschool, in September 2013. The environment is bright and open, allowing flexibility of learning zones for teaching. Our values link to everything we do and the wellbeing of all in our community is a priority.

We celebrate wellbeing, throughout the year, including e- safety, Anti bullying, National wellbeing day and children's mental health week. We have a Forest school provision, which operates both in curriculum time and outside of school, for all children to access.

WELCOME FROM **THE HEAD**

We also have a Nurture group, providing additional emotional support for children in KS1.

Our values highlight learning and perseverance, but we also have enthusiasm (fun and laughter). We are serious when it comes to doing the best for our pupils and enabling them to progress from their individual starting points.

We also recognise the talents our children have, or may have. With this in mind, we embrace creative learning and provide a number of opportunities for children to shine, across the curriculum and non-curriculum areas.

Staff appreciate the day to day challenges of teaching and share their knowledge, expertise and support with each other, every day. There is always someone willing to help.

Be happy, safe and learn



We pride ourselves on encouraging staff to train and continue to learn. 80% of our teaching staff started as newly qualified teachers and have stayed with us, to take on leadership roles, within the school.

We value our Learning support assistants, many of whom started as parents, became Midday supervisors, engaged in training and are now supporting and leading teaching, in the school.

We listen to our children and respect their thoughts and views. There is a Culture club, who are also our art ambassadors, working on creative aspects of the school and the art award. The Eco council lead the Sustainability agenda. Our digital leaders support staff and students use the IT effectively.

Being part of the Shortstown Primary School team, is being part of something that makes a difference.

[Please read our latest Ofsted report here.](#)

"We believe that 'Every Child truly does Matter' and as a result have unrelenting focus on raising standards."

- Denise Cottam, Headteacher





Our Vision and Values



Our Vision

To create a family of sustainable academies who are at the heart of their community improving life chances for all, through challenge and support.

Our vision inspires us to be a leader in education sustainability initiatives in Bedford while providing outstanding opportunities for students and staff.

Our Values

HE
HIGH EXPECTATIONS



Encouraging every student, staff member to strive for their very best.

A
ACHIEVEMENT



We are committed to academic and personal success for every student.

R
RESPECT



We foster a culture of mutual respect and kindness in our school communities.

T
TRUST



Building strong relationships through honesty, integrity, and collaboration.

WHY WORK

AT HEART?

As part of HEART Academies Trust, staff are valued and supported.

Our mission is to welcome everyone into our community and create a sense of belonging in an inclusive team, where we celebrate difference and encourage all to be themselves at work.

Our staff describe HEART as a positive, collaborative and caring environment where wellbeing comes first.

"I have always dreamed of being a teacher and thanks to the Trust, I was able to fulfill my dream before completing my teaching degree."

- Rebecca, Reception Teacher

If you're looking for a career in education with a strong focus on staff wellbeing, career development, and work-life balance, HEART is the perfect place for you.

We want every employee to grow, succeed and feel supported throughout their career with us.

Whether you're starting your career or looking to progress, HEART offers:

- Collaborative and supportive working environment.
- Exceptional ECT support and induction.
- Regular, personalised training and CPD development opportunities.



Employee Benefits

Working for HEART means having access to a fantastic range of employee benefits designed to support your professional journey and personal wellbeing.



A strong commitment to staff development

We're passionate about helping every colleague reach their potential and to grow with HEART.



A collaborative, supportive working environment

Where teamwork and professional growth are valued.



A focus on staff welfare

We are committed to fostering a supportive, inclusive and healthy working environment across all of our schools.



A competitive salary and generous pension

Rewarding your skills and experience.



Work-life balance

We are committed to developing working practices that help balance work and life commitments.



A commitment to sustainability and community impact

Making a difference for Bedford and future generations.

Additional perks

- £200 Refer-a-Friend scheme
- Free tea, coffee and breakfast
- Free car parking at all sites
- Tech scheme – save up to 10% on electronics at Currys and home products from IKEA
- Excellent catering provision
- Individual laptops for teaching staff
- Regular celebration of staff success
- Focused Wellbeing Weeks for all staff

Sustainability At HEART

HEART Academies Trust is dedicated to supporting the UK education sector in its transition to Net Zero emissions, the enhancement of biodiversity, and the development of evidence-based curricula for Climate Change Education.

HEART aims to lead by example, actively engaging and influencing local, regional, and national sustainability initiatives.

Central to the Trust vision is taking a collaborative approach, partnering with experts to learn, act and advocate for measures that reduce our carbon footprint and minimize environmental harm.

[Learn more about Sustainability at HEART here.](#)



"My colleagues made me feel so welcome when I first started, I will forever be grateful for everything I have learnt and achieved while working here."

- Teaching Support Staff Member



Staff Wellbeing

At HEART Academies Trust we believe that our people are our greatest strength and place the wellbeing of our staff at the heart of all we do.

We are committed to fostering a supportive, inclusive and healthy working environment across all of our schools.

As part of HEART Academies Trust, staff are truly valued and supported, enabling them to contribute fully to the wider community. That's why we take a proactive approach to wellbeing, offering a wide range of employee benefits that support the physical, emotional, and social needs of our team.

We are proud of the culture we've built where wellbeing is not just a policy, but a priority. By joining HEART Academies Trust you become part of a community that values you as a whole person - not just as a professional.



Employee Assistance Programme (EAP)

Offering confidential support services, including physiotherapy, counselling, menopause advice, men's wellness and financial advice.



Paid wellbeing day per year

Available as a full day or two half-days, for any purpose.



"I've been so impressed with SAS and it's service and really appreciate HEART Academies Trust for investing in such a great wellbeing package."

- Laura, Teacher

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

We believe that when our staff feel valued and supported, our students thrive. Whatever your role, you'll be part of a community that celebrates teamwork, growth and making a difference, every single day.



Free flu jabs and eye tests

Provided to all employees, with winter flu jabs available each year and standard eye tests available bi-yearly.



Free EV charging points

At all schools for staff to use as required, to improve air quality in the vicinity of our schools and reduce the Trust's carbon footprint



Free gym and shower access

Located at our secondary school, which all staff can access after attending an induction session to ensure safe and effective use of the gym equipment.



Cycle to Work Scheme

Where staff can save 23%-39% on a bike and accessories through our salary sacrifice scheme.



How to Apply

We advertise all our vacancies on www.MyNewTerm.com. Applications for any role at HEART Academies Trust needs to be completed through MyNewTerm, this ensures we gather all the information required from candidates to make the best shortlisting decisions.

To provide an exceptional application, we ask that you complete the application in full and the information provided is accurate and up to date. Structuring your personal statement around the person specification for the role, explaining how you meet each of the criteria specified, will help your application to stand out.

- We are unable to accept CVs and paper application forms can only be distributed in exceptional circumstances.
If you are facing any difficulties in completing an application for one of our roles, please contact HR@heartacademiestrust.co.uk who will be able to offer you guidance and assistance to help you submit your application.
- Applications may be reviewed and shortlisted as they are received
We reserve the right to close any vacancy earlier than the date advertised. Therefore, to avoid disappointment, please complete and submit your application at the earliest opportunity.
- Our thorough shortlisting process is conducted to remove the opportunity for any bias.
Protected characteristics and personal details of all applicants are removed from the application forms provided to the shortlisting panel. All decisions to invite a candidate for interview are made based on the information provided by the candidate and considered against the requirements of the advertised role.
- Should you be interested in working at one our Schools but a suitable vacancy is not currently available, please [join our Talent Pool here](#): where we regularly review applications and invite candidates to apply for suitable vacancies as they

Next Steps

We are very proud of all our schools and welcome the opportunity for a candidate to visit us.

If you would like to discuss any accessibility requirements for the recruitment process or the role, or arrange a visit, please contact Mia Kilcoyne, Recruitment Co-ordinator, who will be happy to discuss these with you.

hr@heartacademiestrust.co.uk

Safer Recruitment

We are committed to safeguarding children and promoting the welfare of children and young people and expect all trustees, employees and volunteers to share our 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 their induction, which will be regularly updated in line with statutory guidance.





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Bedford Academy

T: 01234 301500
E: info@bedfordacademy.co.uk
W: www.bedfordacademy.co.uk

Caldwell School

T: 01234 301400
E: schooloffice@cauldwell.org.uk
W: www.cauldwellschool.co.uk

HEART Academies Trust

E: info@heartacademiestrust.co.uk
W: www.heartacademiestrust.co.uk

Goldington Green Academy

T: 01234 326335
E: admin@goldingtongreenacademy.co.uk
W: www.goldingtongreenacademy.co.uk

Shortstown Primary

T: 01234 740881
E: office@shortstownprimary.co.uk
W: www.shortstownprimary.co.uk

Shortstown Primary

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W: www.shortstownprimary.co.uk

Wilstead Primary

T: 01234 302303
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W: www.wilsteadschool.co.uk