



Victoria  
ACADEMIES TRUST

**Class Teacher**  
**Elm Tree Primary**

# **Recruitment Pack**

Full Time and Permanent from September 2025

Pay scale: TMS/UPS

Web: [victoriaacademiestrust.org](http://victoriaacademiestrust.org)

Email: [enquiry@victrust.org](mailto:enquiry@victrust.org)

X @VicAcademies

#BeTheBestYouCanBe

# Welcome From the CEO

## Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary-only trust, based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 with the sole aim **'to make our people the best they can be'**. We are passionate about making a difference to the lives of our pupils, families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our trust central team.

We may be ten schools, but our vision and values run through our Trust and we truly are a family, united in our ambition for our people 'To Be The Best They Can Be'.

## The opportunity:

We are looking to recruit a permanent, full time class teacher at Elm Tree Primary Academy, Stafford from 6<sup>th</sup> January 2025

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://www.victoriaacademiestrust.org/job-vacancies)

We are committed to flexible working and are happy to have discussions with prospective candidates.



**Sharron Philpot**

**CEO**

**Victoria Academies Trust**



# About Us

Our

## Mission

*Our mission is our reason for being - it is simply: to make our people the best they can be.*

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our

## Vision

*Our vision is the picture we paint, the future we want to create, based on our mission.*

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

# Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



**Unity**

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



**Integrity**

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



**Courage**

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



**Integrity**

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



**Excellence**

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

# What we can offer you

Joining Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



## Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



## Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- **Access to over 100 tailored CPD courses** through a mix of flexible webinars and online or face to face opportunities.
- **Opportunities to network** with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – both as teaching and non-teaching colleagues.



## Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits.
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



## Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy.
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme.
- **Paid expenses** in line with HMRC guidance – and access to **free parking** on site at our schools.
- **Dedicated technology** – To enable to to fulfil your role effectively.
- **Dedicated shared working spaces** allowing colleagues to collaborate and work in way that suits them.
- **Generous holiday allowance** – many of our roles are term time only contracts.



## Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events.

**We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.**

**If you're ready to make a significant impact and grow with us, we would love to welcome you to our team**

# Our Schools, Our Journey



2012

Victoria Park  
Primary becomes  
Victoria Park  
Academy



2014

Victoria  
Academies Trust  
founded



2014

Rowley Park  
Academy,  
Staffordshire join  
as first sponsor  
school



2014

Devonshire  
Infant and Junior  
Academies,  
Sandwell join as  
converter schools



2017

Birchen Coppice  
Academy,  
Worcestershire  
join as a sponsor  
academy



2016

Fibbersley Park  
Academy, Walsall  
join as a sponsor  
academy



2015

Northfield  
Manor Academy,  
Birmingham join  
as a converter  
academy



2018

Foley Park  
Academy,  
Worcestershire  
join as a converter  
academy



2019

Poppyfield  
Academy,  
Staffordshire  
opens as our first  
Free School



2022

Elm Tree  
Academy,  
Sandwell opens  
as our first SEND  
Free School



# Role Overview

## Class Teacher- Elm Tree Primary

Elm Tree Primary Academy is a brand new special school in Sandwell for autistic pupils from Reception to Year 6 who have additional learning needs in Friar Park Road Wednesbury.

This is a very exciting opportunity for Victoria Academies Trust who are looking to appoint an enthusiastic and highly motivated teachers. We welcome applications from teachers with a range of experience in working with autistic pupils with additional learning needs. The position will allow the successful candidate to be part of a small team and grow with the school as it reaches its full capacity by September 2025

We are looking for candidates who are:

- Creative thinkers, passionate, committed and have the determination to secure the best possible outcomes for every child
- Have the experience and skills to work with autistic pupils
- Energetic, positive and have the ability to work effectively as part of our team

- Willing to go the extra mile to make great things happen for our children

We can offer the successful candidates:

- A commitment to continuing professional development
- A supportive and hardworking staff team





# Job Description

## Responsibilities of the role

### Teacher- Elm Tree Primary

#### Position profile

School: Elm Tree Primary Academy

Post title: Class Teacher

Responsible to: Head Teacher

Remuneration: TMS/UPS

Commencement date: September 2025

#### General professional duties and responsibilities:

The postholder is required to carry out under the reasonable direction of the Head Teacher, the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers' Pay and Conditions Document and any subsequent amendments.

The postholder must at all times carry out her/his responsibilities with due regard to the Trust's policies including the Equal Opportunities Policy.

Particular responsibilities (that do not include or imply any voluntary activities)

#### **Main Purpose**

- **Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all.**
- **Be responsible and accountable for achieving the highest possible standards in work and conduct.**
- **Treat pupils with dignity, building relationships rooted in mutual respect and at all time observing boundaries appropriate to a teachers professional position.**
- **Work proactively and effectively in collaboration and partnership with learnings, parents/carers, academy councillors, other staff and external agencies on the best interests of the pupils.**
- **Act within the statutory frameworks which set out their professional duties and responsibilities in line with the current teacher's standards.**

- **Take responsibility for promoting and safeguarding the welfare of children and young people within the school.**

**Subject Management: TBC**

- **Share in or take responsibility for the co-ordination of a subject or whole school area**
- **Develop a curriculum area ensuring effective monitoring and evaluation processes to feed into the School Improvement Plan**
- **Assist in the production, evaluation and review of whole-school policies and guidelines which are appropriate to their phase and subject responsibilities**

### **Note**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Elm Tree Primary Academy is committed to the safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<p>Educated to degree level</p> <p>Fully Qualified Teacher Status</p>	<p>Evidence of further professional qualifications in additional needs and disabilities</p> <p>Evidence of continued professional Development related to autism, Communication Strategies, Sensory Processing needs</p>
<b>Knowledge, understanding and experience</b>	<p>A record of successful teaching (evidenced through performance management reviews; observations and references)</p> <p>The ability to manage, guide and support a small number of Teaching Assistants allocated to the class.</p> <p>Understanding of and experience in Autism</p> <p>A good understanding of positive approaches to supporting children who are dysregulated</p> <p>Ability to personalise the curriculum</p> <p>An effective communicator – written and oral</p> <p>Good organisational skills</p> <p>The ability to work positively within a team</p> <p>The ability to be flexible/creative thinker</p> <p>The ability to motivate and enthuse pupils in variety of subject areas</p> <p>The ability to co-ordinate a subject within the school or across the department</p>	<p>Teaching Experience in a primary or secondary setting, within a specialist environment</p> <p>Teaching experience in a special school setting</p> <p>Able to use a range of augmented communication e.g. signing, intensive interaction communication aids, objects of reference</p> <p>An understanding of low arousal approaches</p> <p>An understanding of sensory processing needs and strategies</p> <p>Knowledge of appropriate curriculum for pupils in identified key stages</p> <p>Experience working with a multi professional team including speech and language therapists</p> <p>Experience of delivering extra-curricular activities</p>
<b>Personal Qualities</b>	<p>Open minded and creative</p> <p>A reflective practitioner</p> <p>Able to motivate others</p> <p>Sensitive and responsive to the needs of children</p> <p>ICT literate</p> <p>Ability to meet deadlines and manage time</p>	

	<b>Essential</b>	<b>Desirable</b>
Commitment to the following	Supporting pupils with additional needs Positive teamwork Raising standards for all pupils	
Other		<ul style="list-style-type: none"> <li>• Competent swimmer</li> <li>• Minibus Driver</li> </ul>

\*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



## Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

## Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

## Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf](#) ([victoriaacademiestrust.org](http://victoriaacademiestrust.org))



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