

A group of diverse students in school uniforms are gathered outdoors, smiling and interacting. A girl on the left with long braids is talking to a boy, who is then talking to a girl with long blonde hair. A boy with a beard is in the background, also smiling. They are all wearing dark blue school jackets over white shirts and grey ties. The girl on the left has a 'SCHOOL COUNCIL' badge on her tie.

APPLICATION PACK

Role: Associate Teacher

Start date: Asap

Respect - Ambition - Responsibility



CONTENTS

WELCOME	4
ABOUT MOOR END ACADEMY	5
OVERVIEW OF THE DEPARTMENT:	6
HOW TO FIND US	6
HOW TO APPLY	7
JOB DESCRIPTION.....	8
PERSON SPECIFICATION	10
SAFEGUARDING NOTICE.....	12
PARTNERS OF THE SPA TRUST.....	14

- Submit your application by 9am on 23/09/26
- If you have any queries regarding the application process please contact our HR on hr@moorend.spacademies.org
- Closing date for applications: 9am on 23/09/2026
- Interviews: Week beginning 05/10/2026



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Moor End Academy, a proud member of the highly regarded South Pennine Academies. If you're impressed by our work, understand our vision, and want to be a part of our high performing and accredited world class academy, then we are keen to hear from you.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly, we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy maintain its high standards and world class ethos.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at HR@edu.moorend.org or call 01484 222 230 and visit our website to learn more about life at MEA.

Yours faithfully,

Mr Kash Rafiq
Director of
Education

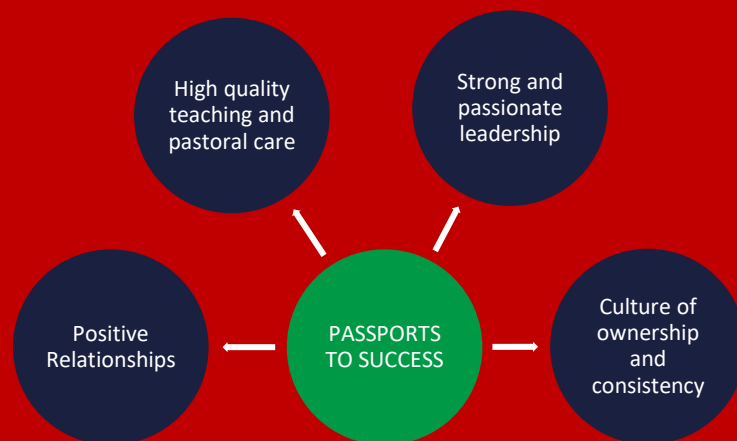
Mrs Natasha Carman
Principal

ABOUT MOOR END ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS.”



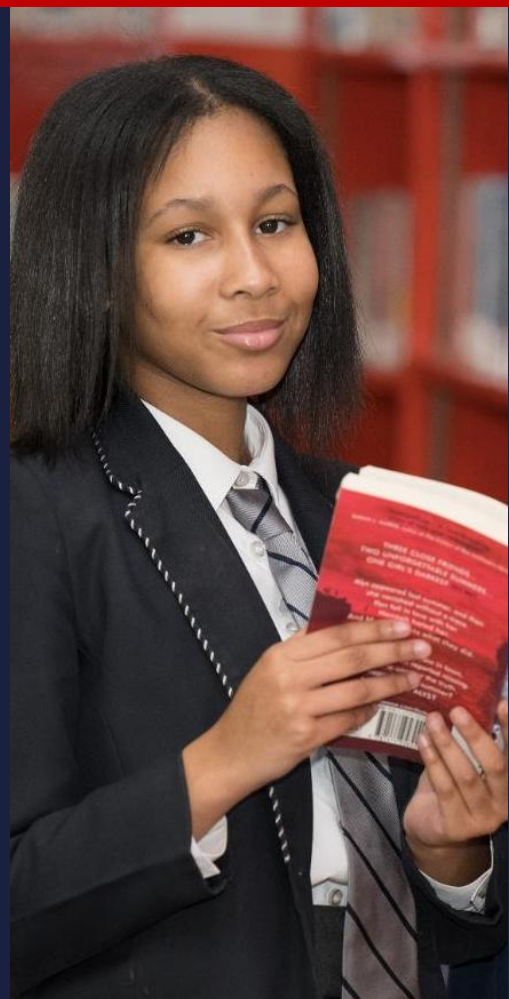
Our core **values** of Respect, Ambition and Responsibility underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

1. **Relationships:** Positive relationships, mutual respect and the promotion of an ambitious school culture are at the core of what we do each and every day.
2. **Orderly environment:** The academy is a highly orderly environment and students conduct themselves well throughout the day embodying our three core values.
3. **High performing:** We are an exceptionally high performing school with a Progress 8 score which is well above national.
4. **Leadership:** Senior leaders are highly visible, supportive and have an open-door policy.
5. **Morale:** Our staff are buoyant in their attitudes and morale is high.
6. **High expectations:** There is a tangible culture of high expectations; teachers can teach, and students can learn.
7. **Attendance:** Students enjoy coming to school and attendance is well above national.
8. **World Class:** We are an accredited 'World Class' academy and have held this quality mark since March 2022.
9. **CPD:** We have achieved the 'Gold' CollectiveD: Coaching, Mentoring and Professional Learning in Education Award.
10. **Wellbeing:** We take a whole school approach to mental health and wellbeing and have achieved the CollectiveD 'Gold' accreditation in recognition of our holistic offer, and strong practice.



Video Link



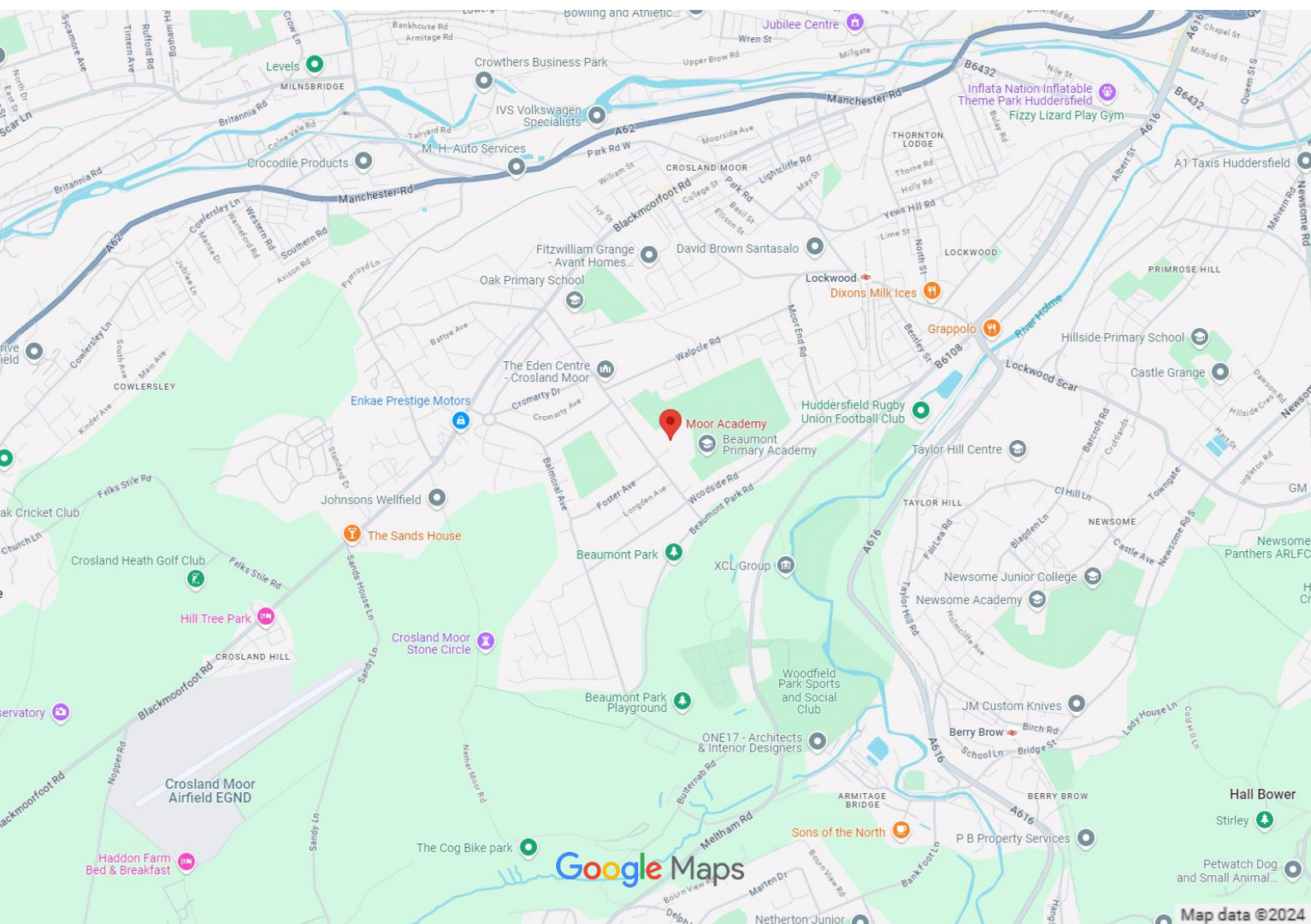
OVERVIEW OF THE DEPARTMENT:

As a member of our dedicated department, you will play a pivotal role in motivating, empowering and guiding our students to reach their full potential - as well as being part of a forward thinking and innovative team who have a fully embedded curriculum with long, medium and short term plans in place.

You will join a team of eight dedicated members of staff which includes a Curriculum Leader and two Assistant Curriculum Leaders.

If you're enthusiastic about this role, understand our vision, and want to be part of our exceptional academy, then we would welcome your application.

HOW TO FIND US



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Associate Teacher

Reporting to:	Academy Business Manager
Salary:	£28,851.74 Grade 8 (SCP 19-22)
Term:	37 hours Term Time plus 5 days
Location:	Moor End Academy

PURPOSE OF POST

Supervise whole classes of students and ensure that work that has been set is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored Academy policy in respect of cover is delivered.

DUTIES AND RESPONSIBILITIES

- To supervise work that has been set in accordance with Academy policy so that teaching and learning continues.
- To liaise on a daily basis with the Cover Manager and report to the Cover Manager at the start of each day.
- To manage the behaviour of students whilst they are undertaking pre-set work to ensure a suitable environment exists for teaching and learning.
- To ensure a purposeful and constructive environment in which students can complete the work that has been set.
- To respond to any questions from students about process and procedure.
- To encourage students to complete the work set and to complete records for absent colleagues regarding this work.
- To deal with any immediate behavioural problems including dealing with incidents in accordance with academy policies and strategies.
- To implement strategies to recognise and reward student achievement.
- To collect any completed work after the lesson and to return it to the appropriate colleague.
- To report as appropriate on the behaviour of students during lessons and on any other relevant issues which may have arisen.
- Where appropriate to undertake the marking of students work before returning it to the absent colleague.
- To collate a bank of supervision work for subjects in liaison with curriculum leaders and to assist with planning learning activities.
- Where appropriate to prepare the classroom for lessons and to clear afterwards.
- To undertake administrative duties including administering course work, photocopying and producing worksheets for agreed activities.

- To assist students in using resources, e.g. ICT.
- To participate in school visits, assisting with activities as required.

Additional Responsibilities:

- Supporting the Student Support Team, students, faculties and administrators at times when not needed for study supervision.
- To assist with the supervision of students outside lesson times, including student eating/leisure at break times and lunch times. These duties shall be undertaken within the post holder's contractual hours (breaks and lunches to be taken flexibly).
- Able to make day-to-day decisions in respect of the responsibilities of this post.
- To act as invigilator if needed during external examinations held in the academy.
- Other duties commensurate with the grade of the post as directed by the Principal.
- To undertake relevant training and development as required from time to time by the Principal, and be involved in ongoing development reviews of skills and competencies.
- To participate in the academy's monitoring and evaluation procedures including the annual Performance Review programme.
- As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

Previous experience of working in a school or with young people	E	A,I
---	---	-----

Education & Training Attainments

Minimum of 5 GCSE's including Maths and English at Grade C or above	E	A,I
Degree	D	A,I
Level 3 Qualification	E	A,I

General & Specialist Knowledge

Knowledge of the Arbor system	D	A,I
An understanding of the potential for use of ICT for teaching and learning	D	A,I
Good ICT skills with the ability to use Word/Excel/Email/PowerPoint		

Any additional factors

Commitment to undertake continued training and development.	E	A,I
---	---	-----

Skills & Abilities

To have high expectations of young people at all levels	E	A,I
Ability to manage a classroom and apply the school's behaviour policy	E	A,I
Comfortable working as part of a team.	E	A,I
Ability to work effectively as both part of a team and as an individual.	E	A,I
Ability to work effectively and respond positively to the demands of a heavy workload.	E	A,I
High levels of integrity	E	A,I
Professional approach	E	A,I
Sense of humour and optimism	E	A,I
Self-motivated and hard working	E	A,I
Willingness to be flexible in order to meet the needs of the school	E	A,I
Open, honest and approachable	E	A,I
Ability to develop and maintain effective working relationships with students at all levels of ability	E	A,I
Displays commitment to the protection and safeguarding of children and young people	E	A,I
Ability to evaluate and improve own performance and to know when to seek help and support	E	A,I
Ability to prepare and prioritise to ensure completion of tasks to meet deadlines	E	A,I
Ability to promote a positive ethos	E	A,I
To be enthusiastic, positive and committed to raising achievement	E	A,I
To take initiative and work independently	E	A,I
Ability to relate to young people between the ages of 11 to 16	E	A,I
To have the ability to work well within a team	E	A,I
To have the ability to think on your feet and make informed decisions under pressure	E	A,I
Strong organisational and administrative skills	E	A,I
To communicate effectively with all staff, students and parents	E	A,I



SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Moor End Academy
Dryclough Road
Crosland Moor
Huddersfield, HD4 5JA

Telephone: 01484 222230, Email: office@edu.moorend.org
Website: www.moorend.org

PARTNERS OF THE SPA TRUST



**South
Pennine
Academies**

An excellent education for everyone

South Pennine Academies is proud to work with thousands of students and staff across our eleven Primary and Secondary Academies. We have a national reputation for excellence in teaching and learning through forging strong relationships with the communities we serve, ensuring that the benefits of partnership working are fully realised by working closely with parents, employers and community organisations.

Our vision and values are driven by our commitment to ensuring we deliver an outstanding learning experience for all of our students, promoting equality, inclusion and diversity in all that we do, valuing the distinctive community that each school serves.

As a Trust we believe in delivering school improvement through a partnership model, promoting the development of leaders at all levels in all roles right the way across the organisation.

Working with us provides colleagues not only with the opportunity to become a key player in the development of the academy they work for, but also the chance to contribute to school improvement and further success as part of the SPA team.

You can expect the highest quality professional development in your own academy, but also trust-wide as we realise our commitment to developing outstanding practitioners in all job roles who have the drive, knowledge, skills and experience so that we fulfil our vision of improving life chances through education ensuring all our children are successful citizens, who value their community and make a difference both now and in the future.

Check out our website for further information:

<https://www.southpennineacademies.org/index.asp>

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies



Moor End Academy

