



NOREMARSH
JUNIOR SCHOOL

Ambition | Belonging | Compassion



RECRUITMENT PACK



Ambition | Belonging | Compassion

WELCOME FROM THE HEAD



Hilary MacMeekin

Headteacher

Dear Candidate

Thank you for taking the time to view this application pack. This is a unique opportunity for the right candidate to join our warm and welcoming community, which is part of the successful Ascend Learning Trust.

Our school values of Ambition, Belonging and Compassion, are lived out throughout our school, through our curriculum, in the interactions taking place in our classrooms and beyond.

Our Vision for the school is to create a community where everyone belongs, where our children feel safe to be confident and ambitious, and where we work together with kindness and respect.

We want to hear from candidates who share our vision and values and who have the commitment and enthusiasm to work tirelessly alongside our incredibly supportive team to achieve success for all our community.

We look forward to reading your application.

Ambition | Belonging | Compassion



Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 children at primary, secondary and apprentice level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Yours sincerely

Jane Coley

Ascend Learning Trust CEO



JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.



Key Accountabilities:

- Assisting the teacher with the development and implementation of specific programs
- Preparing learning activities for children
- Monitoring directed children including the assessment, recording and reporting of achievement and mental well-being
- Promote good practice in SEND support across the school
- Comply with any reasonable request as requested by a manager to undertake work of a similar level that is not contained within this job description.

Qualifications:

- Appropriate levels of English and Maths attainment. i.e. – NVQ, GCSE etc

Professional skills/ Knowledge/ Experience:

- Ability to relate well to children and adults and establish good working relationships
- Ability to provide support for children, including those with special needs, ensuring their safety and access to learning activities
- Ability to utilise strategies to support children in achieving learning goals
- Good understanding of child development and learning processes
- Ability to undertake children record keeping as requested, record achievements and progress and provide appropriate feedback for the teacher.
- Act as role model
- Use ICT effectively to support learning
- Constantly improve own practice through self-evaluation and learning from others
- General awareness of inclusion, especially within a school setting.
- Understand classroom roles and responsibilities and your own position within these
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.

Interpersonal Skills and Competencies:

- Work effectively as part of a team and contribute to group thinking, planning etc.
- Effective time management
- To be flexible
- Ability to follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Motivate, inspire and have high expectations of pupils
- Creative approach to problem solving
- Work calmly under pressure
- Committed to personal and professional development
- Awareness of, and commitment to, equalities issues

Personal Qualities

- Passionate about children's welfare and raising their aspirations.
- Understanding of responsibilities in relation to safeguarding and promoting the welfare of Children and Young People

Essential Aptitudes

- Work effectively as part of a team and contribute to group thinking, planning etc.
- Effective time management
- To be flexible
- Ability to follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Motivate, inspire and have high expectations of children
- Creative approach to problem solving
- Work calmly under pressure
- Committed to personal and professional development
- Awareness of, and commitment to, equalities issues



Noremarsh Junior School

We are a two-form entry junior school in the heart of Royal Wootton Bassett.

We have strong links to both Royal Wootton Bassett Academy, which the majority of our children transfer to at the end of year 6 and Wootton Bassett Infants School where the majority of our children typically start their educational journey.

We pride ourselves on creating a happy and warm community that enables children to reach their full potential on this step of their education.

At Noremarsh we believe that every child in our community has the right to be inspired by an engaging and purposeful curriculum.

Our school is located in the heart of a rich historical and geographical region and we are developing our curriculum to reflect that. It is a really exciting time for us as a team as we are shaping a curriculum that is ambitious and engaging for all.

We are very proud of the caring and nurturing environment at Noremarsh where kindness runs like a golden thread through all we do.

This can be seen across our school from the warm welcome our office team provide to the interactions between all our year groups on the playground.

We have developed our year six responsibilities and appoint Ambassadors, Sports Leaders and Librarians who have whole school responsibilities, are responsible for mentoring younger children and act as role models across our school community.

We look forward to welcoming you to Noremarsh!

Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

Together we **Belong, Believe, Become**





HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Noremarsch Junior School MyNewTerm](#)

