



Prospective Employee Information Pack



Welcome – From the CEO of the Trust

Dear Applicant,

Thank you for considering joining one of the schools within the LIFE Education Trust. LIFE was established in 2016 with two schools and now comprises seven schools in Havering and Essex which serve a community of over 2200 pupils and students. The Trust has a small core team in addition to all the school-based colleagues, totalling over 310 employees. The organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our pupils, students and employees.



I became the CEO of LIFE and Executive Headteacher of The Frances Bardsley Academy for Girls in July 2016, having previously been Headteacher for 5 years and before that, Deputy Headteacher at Chelmsford County High for Girls. I chose to lead LIFE because I genuinely believe in its core mission *“to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion”*. To accomplish our mission, we use our 3 core beliefs: ‘Courageous Optimism’, ‘Boundless Creativity’ and ‘Heartfelt Compassion’. As a Trust we believe in helping employees, pupils and students achieve their personal best and are keen to recruit the very best talent for our Trust.

We are looking for individuals who share our passion for providing excellent learning environments, making our schools the best they can be and having a positive impact in the community. You will be joining an organisation that can offer you many opportunities to progress and make a real difference!

Yours sincerely,
Julian Dutnall, CEO

Welcome – From the Headteacher

Dear Applicant,

Thank you for your interest in Ford End VC of E Primary School, a small church school with a real family feel, in the village of Ford End. We are committed to the LIFE mission to ‘build great learning communities’, working collaboratively with schools in Havering and Essex. Through our close relationships with other schools in the Trust and in our River Chelmer Partnership, we are continuing to develop our holistic approach which supports the physical, moral and spiritual development of our pupils.



We are a church school with Christian Distinctiveness: our core values being at the centre of our curriculum and our school community. All colleagues and I are passionate about our school vision: *“For I know the plans I have for you declares the Lord, plans to prosper you and not to harm you; plans to give you hope and a future.”* (Jeremiah 29:11). The LIFE values of Heartfelt Compassion, Courageous Optimism and Boundless Creativity are also discussed in class and we encourage the children to live these values.

At Ford End, we are committed to high standards of behaviour and achievement. We are a school that prides itself on balancing good academic standards, with caring and supportive pastoral care. An enriched environment is key to successful learning and we pride ourselves on providing this with our many extra-curricular activities, including trips, performances and an extensive list of clubs which support our Christian foundation and help to build great learning communities. Our school is a rewarding place to work and it is an exciting time to be part of the school and the Trust. You can really make a difference to our pupils’ futures. We look forward to receiving your application.

Yours Sincerely,
Melissa Taylor, Executive Headteacher

Our School – The History

Our school has provided a broad and balanced education to children ages 4-11 years old in the village of Ford End and its surrounding villages since 1872. It was originally established by the Church of England to educate the children of the parish of Ford End. The Victorian building was a large hall next To the Head Teacher’s house. Several alterations and additions have been made over the years. The premises now consist of 4 well equipped classrooms, including our amazing EYFS play area for outside learning. A learning hub, library and a hall equipped for PE and school assemblies. The playing field has a football pitch and there is a well-equipped playground area, two climbing frames, climbing wall, a tunnel and a gazebo. We are very proud of our Victorian building which has had a number of additions over the years including buildings and most recently, the large outdoor area which is ideal for both learning and play.

In December 2020, the school joined LIFE Education Trust with 6 other schools in Essex and Havering.



Our School – The Present

Our school is a small, Church of England village school located in the heart of Ford End village. Our current pupil count is smaller than average, with 73 pupils across the 4 to 11 age range. Being small in size means that we know our pupils and their families very well, building close relationships to help us to support all of the children to help them to succeed. Our curriculum is specific to smaller, rural schools within the LIFE Education Trust.

Ford End is a wonderful school with delightful children who are a joy to teach and support, and together with LIFE Education Trust, we continue to serve our community and give all our children the hope they need for a fulfilled and successful future.

We have wonderful links with our local church and the local community and you can read more about these further along in this information pack.

After our most recent OFSTED inspection (2018), our school continues to be rated a GOOD school. You can view our latest report online. Here are some of our proudest comments:

“A caring, welcoming school in which pupils develop the sense of security needed to become confident learners. Pupils are polite, eager and co-operative in their learning.”

“Pupils, parents and staff are proud to be part of the school with one parent stating that staff ‘go above and beyond to care for the children’.”

In our most recent pupil survey, 99% of pupils said they were happy at school and results for every category were above benchmark against primary schools across the UK. 99% of pupils felt safe at school. We are very proud of these results.



“Pupils are enthusiastic and keen in their play, where they mix easily and well and take care of each other

OFSTED, 2018



The Trust

The LIFE Education Trust is a multi-academy trust established in 2016 and currently consists of 6 Academies and one independent school across Havering and Essex:



The mission at LIFE Education Trust is ‘to build great learning communities which unleash creativity and champion optimism, in the spirit of compassion’. Our schools, students, pupils and staff share and demonstrate these beliefs:



Courageous optimism

It takes courage to hope for a better future. We champion a ‘can do’ attitude and encourage our pupils and staff to tackle challenges with resilience and perseverance as they reach for ambitious targets.

Boundless Creativity

Through captivating discoveries in the classroom and eye-opening adventures in the outside world, we give pupils freedom and promote varied learning experiences which stimulate innovation and develop adaptability.



Heartfelt compassion

We show love and respect to each member of our community as we nurture a powerful collective spirit. In humility we embrace difference and individuality, show forgiveness when necessary, and are united by compassion.



Our Vision & Values

Our motto is "Hope and a Future" and we aim to give all our children the tools they need to flourish and prosper. Our Vision, "*For I know the plans I have for you declares the Lord, plans to prosper you and not to harm you; plans to give you hope and a future.*" Jeremiah 29:11, support us all in our endeavours to achieve this.

The primary aim of our school is to provide a safe, welcoming and caring environment so that children can learn to enjoy a creative and challenging curriculum. We have strong links to the village and our local church, St John the Evangelist, which helps to strengthen our family orientated approach. We expect the children to be respectful and tolerant of one another and to have a positive attitude to their learning. Our colleagues and governors work hard to ensure that the school reaches out to every individual child and their needs.

Being a small school allows us to have very close relationships with our children and their families. We expect the children to be respectful and tolerant of one another and to have a positive attitude to their learning. The staff and governors work hard to ensure that the school reaches out to every individual child and their needs.

'FOR I KNOW THE PLANS I HAVE FOR YOU DECLARES THE LORD, PLANS TO PROSPER YOU AND NOT TO HARM YOU; PLANS TO GIVE YOU A HOPE AND A FUTURE' Jeremiah 29:11

We are a church school with Christian Distinctiveness: the LIFE Education Trust values being at the centre of our curriculum and our school community. **Heartfelt Compassion, Courageous Optimism** and **Boundless Creativity** are discussed in class and in assembly. We also encourage the children to live these values each and every day.

Courageous optimism

It takes **courage** to **hope** for a better future. We champion a 'can do' attitude and encourage our pupils and staff to tackle challenges with **resilience** and **perseverance** as they reach for ambitious targets

Boundless creativity

Through captivating discoveries in the classroom and eye-opening adventures in the outside world, we give pupils **freedom** and promote varied learning experiences which stimulate **innovation** and develop **adaptability**.

Heartfelt compassion

We show **love** and **respect** to each member of our community as we nurture a powerful collective spirit. In **humility** we embrace difference and individuality, show **forgiveness** when necessary, and are united by compassion.

We celebrate British values by promoting freedom of speech and celebrating our culture.



Our Community

At Ford End VC of E Primary School, we are keen to promote the Christian value of Heartfelt Compassion by supporting our local community. As a church school, we work closely with St John the Evangelist church in Ford End. We are dedicated to introducing projects that will support our local church and our local environment. Reverend Dan, our Vicar, regularly teaches collective worship in assemblies.

The community are invited to school events and we make all our events public through our website and weekly newsletter. We also invite parents to our Friday Celebration Assemblies each week. Our very active PTA (Friends of Ford End School) regularly arranges social events and fund-raising activities. These benefit the life of the school and the children. All parents are members of the Association and are encouraged to take part in this important part of school life.

We are proud to be a key part of the local community in Ford End and we are actively involved in many events including:

- Harvest, Christmas and Easter services at St John the Evangelist or the school hall
- Year 6 leavers assemblies
- Talks from the Local beat officer, fire officer and librarian
- The annual Remembrance service

We have a year-round Food Bank in school and regularly donate goods to the Chelmsford Food Bank. We enjoy running fundraising events and other events with pupils from the other schools within the LIFE Education Trust.

Our pupils also fundraise for the school through the 'Tiny Tycoons' initiative by Peter Jones, allowing them to become business people to use their ideas and creativity to make and sell items to pupils, parents and the local community.

The Local Area

Our school is located in the small village of Ford End in the parish of Great Waltham halfway between Chelmsford and Great Dunmow in Essex, just 15 minutes from the City of Chelmsford. Easily accessible by car, our school is a short drive from the A12 with links into Central London and further into Essex. The village is located on the B1008 which links to Chelmsford. The village is served by bus from Chelmsford City Centre.



What We Offer Employees

Continual Professional Development

We are committed to the development of our colleagues through a range of continual professional development. We offer tailored CPD with a strong commitment on developing individual career paths and an approach that supports and stimulates professional growth. Courses are identified by the teaching staff, the School Development Plan and at Professional Development Meetings and this training has a positive impact on the teaching and learning throughout the school. Everyone works closely together, supporting and observing each other in their professional roles as Subject Leaders.

Excellent Results

Our school have SATs results are at National standard or above and are continuing to improve. In 2021-22, 92% of KS2 pupils achieved the expected level in reading and 84% in both maths and writing, with 46% achieving above expected in reading. 77% of KS1 pupils achieved the expected level in reading and maths, with 44% achieving above expected in reading and maths. 90% of our Year 1 pupils passed their phonics check and 100% of reception pupils showed a good level of development. Our pupils are enthusiastic and keen to learn.

Our School & Our People

Our school is a stimulating and welcoming learning environment in a fantastic small community, set in a wonderful village. We have a supportive and forward-thinking leadership team and an inclusive MAT. Our colleagues are dedicated and innovative.

Colleague Support

All of our employees have access to a 24hour confidential wellbeing support programme, including support and advice on the following plus much more:

- Illness & Mental health
- Finances
- Personal & Family Support
- Maternity / Paternity
- Legal

The LIFE Education Trust also produce and regularly update, a Colleague Support Pack, which provides information and guidance on financial support, schemes and other support available to residents in Havering and Essex.

Why Choose LIFE Education Trust

For more information on why to choose LIFE, head to the website here

<https://lifeeducationtrust.com/wp-content/uploads/2021/05/210401E-LIFE-Employee-Proposition-A4-Sheet-FINAL.jpg>

Application Process

How to Apply

- Read carefully all of the information in this pack
- If you have any questions, please do not hesitate to email recruitment@lifeeducationtrust.com
- Complete the Teaching or Support Colleague application form on our website (<https://margaretting.essex.sch.uk/staff-vacancies/>) & write a letter of application to **Vicky Smith, HR Manager**
- Send your completed application by email to recruitment@lifeeducationtrust.com
- Applications can also be sent by post to:
F.A.O Vicky Smith
LIFE Education Trust
Frances Bardsley Academy for Girls
Brentwood Road. Romford Essex RM1 2RR

If you have previously sent an application for this role, please do not reapply.

Appointment Process

- Suitable applications will be shortlisted for interview as quickly as possible. Unfortunately, we are unable to give feedback if you do not get shortlisted.
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.
- The School reserves the right to interview prior to the deadline date.

References and DBS Checks

All offers of appointment will be subject to receipt of satisfactory references. The LIFE Education Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Inclusion

As a Trust we are an inclusive employer. We encourage and welcome applications from candidates of all backgrounds and all parts of the community, particularly those from ethnic minorities who are currently under-represented.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

