

# Coppice Primary Partnership Recruitment Pack



**Coppice**  
Primary Partnership

Growing Together, Striving for Excellence.

# Welcome

Thank you for your interest in joining CPP. I hope that you find the information in this pack useful and that it gives you the information that you need to help you with your application. I believe that it will help you see that it is an excellent place to work. We are a primary MAT based in West Kent with three schools: Coxheath Primary School, Loose Primary School and St Katherine's School & Nursery. Our work within CPP is built upon a passionate belief that all children are capable of producing exceptional outcomes.

Each school within our trust retains its individuality, reflecting their local community and fostering a unique ethos. This individuality is celebrated within a supportive framework, allowing out schools to thrive while benefiting from the trust's collective expertise and resources.





Coppice Primary Partnership's people-first philosophy prioritises the well-being and professional growth of our staff, understanding that your development enhances educational quality. This ensures that decisions are made with students' best interests in mind, fostering an environment where excellence is the norm.

Joining Coppice Primary Partnership means becoming part of a larger, supportive network. Our central team helps our schools to face reduced administrative burdens so that they can focus on delivering high quality education. Committed to continuous improvement, we ensure every school meets the highest standards, promoting equity and consistent opportunities for every child to succeed.

In summary, Coppice Primary Partnership offers the best of both worlds: the freedom for schools to maintain their individuality, supported by a collaborative and nurturing environment that champions excellence for all.

# Our Values

Our core values of **Excellence**, **Collaboration and Growth**, and **Stewardship and Responsibility**, highlights our dual focus on supporting each school's unique identity and leveraging collective expertise for shared success.







# Excellence

## Striving for Excellence in everything we do

We strive for excellence in every aspect of our work, going beyond academic achievement to encompass all areas of school life. This commitment drives us to continually improve, innovate, and inspire. From teaching and learning to governance and community engagement, we aim to set and uphold the highest standards. Our dedication to excellence ensures that every student, staff member, and stakeholder experiences the best possible outcomes and opportunities, fostering a culture of aspiration and achievement throughout our Trust.

# Collaboration and Growth

## Fostering Individual and Organisational Growth

We are committed to nurturing the growth of every child and continually developing our Trust. By championing the individuality of each school within our Trust, we create a diverse and enriched learning environment. We believe in fostering strong relationships among students, staff, and the community, ensuring that everyone thrives together. We ensure that the unique needs and potential of every individual are recognised and nurtured, creating a dynamic and supportive educational ecosystem.





# Stewardship and Responsibility

## Custodians of our Community and Environment

Our core purpose is to manage and care for our schools and communities with the utmost responsibility. We are dedicated to being stewards of our environment and the communities we serve, ensuring that every decision we make reflects our commitment to sustainable and ethical practices. Our strategic direction is always guided by a deep sense of responsibility to create a positive impact, not just for today but for future generations. As guardians of education, we ensure that our schools are safe, nurturing, and empowering places for all.



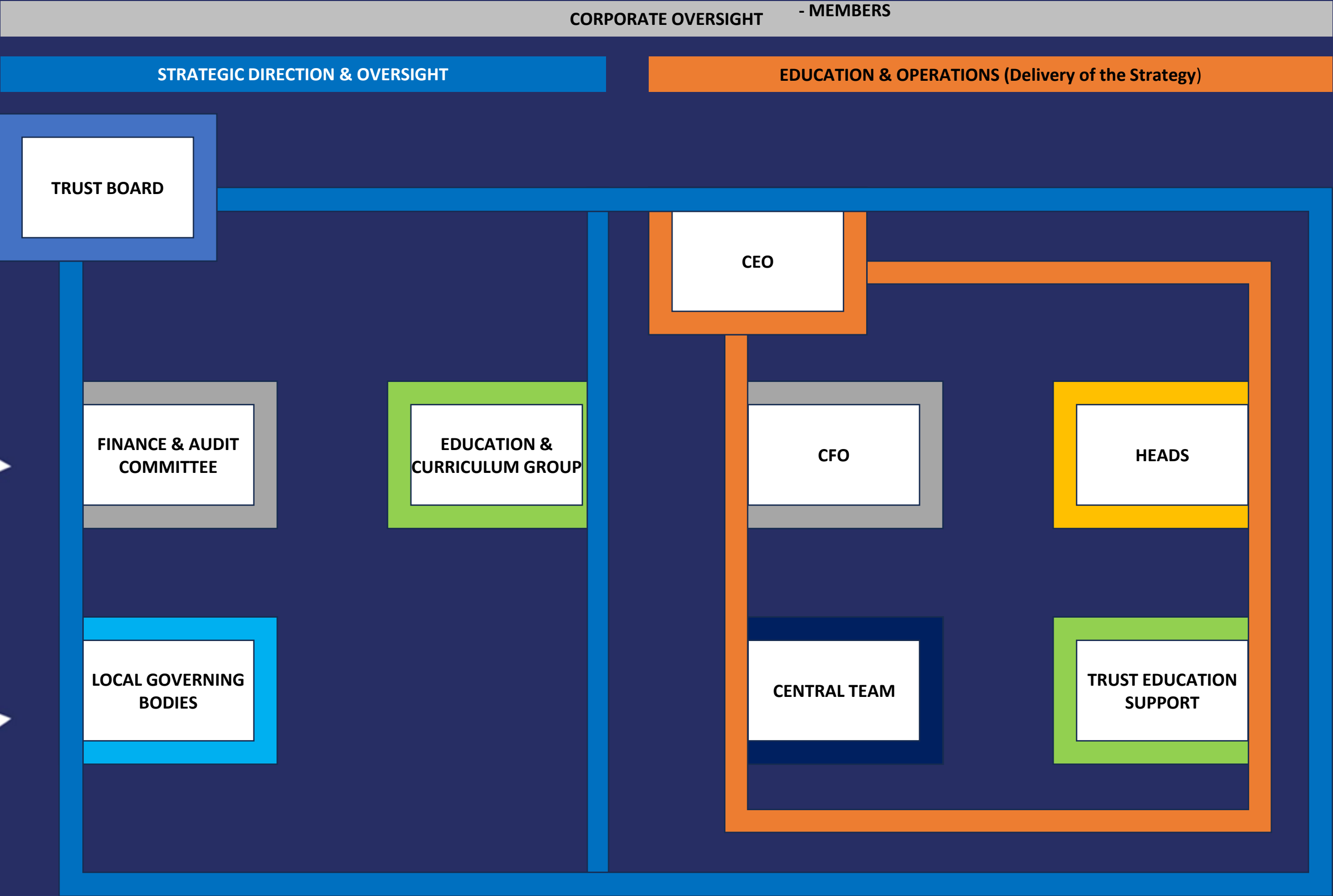
# How we work

Our trust is made up of a strong team of both volunteers and professionals.

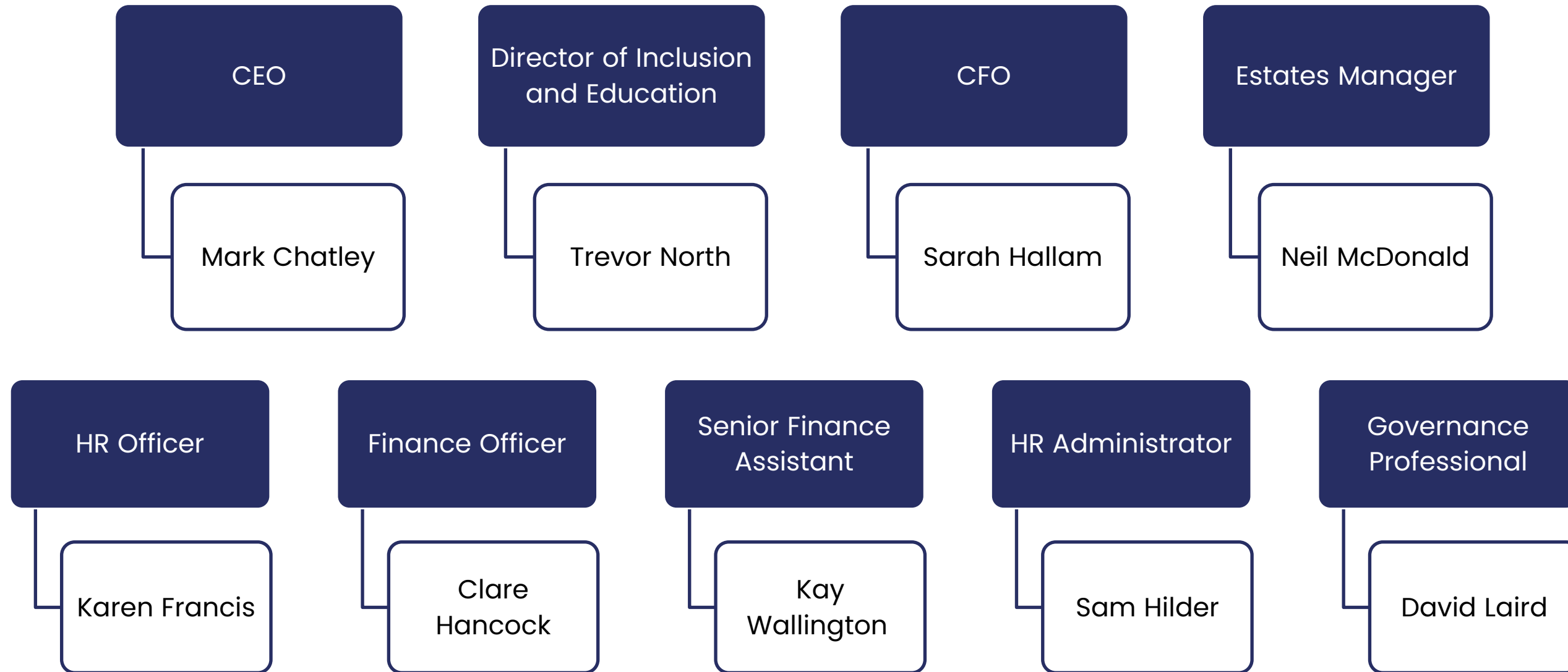
- The members are the guardians of the trust and its ethos: custodians of governance in the trust and its vision and values.
- Our Trust Board and associated committees, including our Local Governing Bodies (LGBs) all support the trust and the schools with strategic oversight. The Trust Board determine our vision, values and set the strategic direction. Our Trust committees and the LGBs support the Trust Board in monitoring and challenging how the strategic direction is implemented.
- Our Trust staff team works on the education and operational delivery of the strategy. We have a strong central team which supports schools with education, HR, finance and business. Our Executive Leadership team comprises our school leaders and we support each other through working together.







# Our Central Team Structure





# Benefits of joining Coppice

All staff joining our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. You will have access to high quality CPD throughout your time with the trust, provided by the school, the trust or external providers where appropriate. We encourage staff to continue their development and will support them financially through external qualifications (such as NPQs, CIPD, finance etc).

In addition, all staff in the trust automatically are in receipt of our Coppice Workload and Wellbeing Charter. This is our promise to all staff around our practices and offers to ensure that their workload and wellbeing are effectively managed. Some of the highlights are:



# Workload and Wellbeing

## Workload

- Shared planning with aligned curriculum models in some areas to free up valuable time – no need to ‘start from scratch’
- Email promise – We very much have the mantra ‘I’m sending this email at a time that works for me, please reply at a time that works for you’.
- No unnecessary meetings – if we don’t need one, we won’t have one.
- Evaluation of assessment data required two times a year.
- All schools across the trust have a commitment to a robust behaviour management policy to ensure that time is focused on teaching and learning rather than behaviour management

## Wellbeing

- Access to free private health care including 24hr GP access.
- Annual Flu jab offered to all staff
- Family first approach – cover to ensure that you don’t miss key family events
- Commitment to supporting flexible working requests wherever possible
- Free access to wraparound care for primary aged children at trust schools.
- Free access to holiday play scheme for children who attend other schools where staff are required to work.
- Access to Kent Rewards, a site offering cash back, discounts and vouchers for a range of popular high street stores.



# How to apply

## Where to apply

Adverts are posted on MyNewTerm and/or Kent-Teach. Applications from Kent-Teach will direct you to MyNewTerm. Please complete the application form on MyNewTerm directly – there is not a separate application form to complete.

All dates relevant to the advert including closing dates are included in the advert and in the Job description.

## Recruitment Process

Once you have submitted your application, it will be reviewed against the criteria. On the basis of this review, you may then be invited to attend an interview. The details of the specific tasks to undertake at the interview will be shared if you are shortlisted.

## Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [office@coppicepp.org](mailto:office@coppicepp.org)



## Equality and Diversity

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

## References

We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

## Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.







# Safeguarding and Safer Recruitment

The Coppice Primary Partnership is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children and Keeping Children Safe in Education. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The Trust reserves the right to research applicants on social media platforms and the internet and may take this