

Prosper Learning Trust

HR Manager

Applicant Pack



PROSPER
LEARNING TRUST

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Press Advertisement

HR Manager

Job start: 04/01/2021 (or as near to date as possible)

Salary: N10 £42,821-£46,845 FTE (30 hours actual £34,257 - £37,476)

Newcastle upon Tyne

Prosper Learning Trust are seeking an exceptional candidate to appoint as our HR Manager. The successful candidate will be forward thinking, and preferably have previous schools/education HR experience. You will be suitably qualified, highly motivated, positive, emotionally intelligent and enthusiastic about contributing to this growing organisation.

Prosper Learning Trust was formed in January 2018 and currently consists of four schools

- Newcastle Bridges School – Alternative Provision Academy (Newcastle)
- Mary Astell Academy – Alternative Provision Academy (Newcastle)
- Thomas Bewick School – Special School Academy (Newcastle)
- Harry Watts Academy – Special School Academy (Sunderland)

We are an ambitious growing Trust and will open a new Special Free School in Northumberland in September 2022.

This is an extremely exciting time in the development of Prosper Learning Trust with this appointment seen as crucial in increasing leadership capacity to enable the organisation to move forward with its strategic growth plans.

Key responsibilities will be:

- To provide a professional and efficient HR service.
- To support and advise the CEO, Trust Board, Headteachers and Heads of Schools, the Trust Board and Local Advisory Committees and senior staff on a range of employee resourcing and relations' issues as well as terms and conditions of employment.
- To develop, implement and manage a Trust wide HR Strategy.
- Responsible for the provision of a comprehensive range of employment services including advice, maintaining effective records, contract management, writing reports/policies/letters, appraisal.

The successful candidate will be able to demonstrate:

- Strong, persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently.
- A professional HR qualification (i.e. CIPD).
- Excellent skills in strategic planning and management of human resources.

We offer the successful candidate:

- The opportunity to work with a dedicated, innovative and focused team of staff who are passionate about ensuring that every pupil achieves their full potential
- The opportunity to work within an organisation that has strong governance and accountability structures
- The opportunity to develop professionally and personally
- The support and resources from a considerate and supportive Trust



- The opportunity to help shape the strategic direction of the organisation
- Professional support from the Trust and other leaders within the organisation

The role will be based initially at one of Prosper's academies. Travel between school sites will be required.

We would be delighted to welcome you to our wonderful organisation. If you would like to speak to Mark Jones, CEO, about the role please email Victoria.hall@prosperlearningtrust.co.uk or phone 0191 62296020 and select option 7.

Prosper is an Equal Opportunities employer and is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an enhanced Certificate of Disclosure from the Disclosure & Barring Service and go through a range of other recruitment checks.

Application packs are available on our website www.prosperlearningtrust.co.uk or by emailing admin@prosperlearningtrust.co.uk

Completed applications should be returned to admin@prosperlearningtrust.co.uk or by post to Prosper Learning Trust, Linhope Road, West Denton, Newcastle upon Tyne, NE5 2LW by the closing date, by post. Please mark your application "Private and Confidential".

Closing date for applications: 19th November 2020 at noon

Interviews will be held: 26th November 2020



Welcome from the Chief Executive Officer

Dear Applicant

To support the delivery of the Trust's vision, the Trustees of Prosper Learning Trust (PLT) are looking to appoint to the post of HR Manager.

Prosper Learning Trust formed in January 2018 when Newcastle Bridges School became the approved sponsor of Mary Astell Academy (formerly Linhope PRU). The decision to academise was made to enable the development of a holistic organisation able to meet the needs of very vulnerable young people and children in Newcastle while maximising resources.

In April 2019 Thomas Bewick School, a special school for pupils with autism joined the Trust. The governors of the school recognised the values and ethos in which the organisation was founded very much encapsulated their own philosophies and vision for education of pupils outside the mainstream sector.

In September 2020 the Trust opened a special free-school in Sunderland; Harry Watts Academy. Thomas Bewick School was instrumental in the successful application for this free school and the vision is very much for both schools to work collaboratively together to deliver the best educational practice for pupils with ASD.

The next exciting step in the growth of Prosper Learning Trust will be the opening in September 2022 of a special free-school in Northumberland.

Everyone within Prosper Learning Trust works very hard to ensure that we are providing the highest quality education for all our pupils. The Trustees have a very clear strategic direction of how as a Trust we can grow and develop while balancing all decisions against risk. The appointment to this post is crucial to our development and future plans.

We are looking for an extraordinary candidate who can inspire and lead, working closely with Executive Leadership Team and the Trust Operations Manager to develop a bespoke HR provision for the Trust.

You will be responsible for the development, implementation and assessment of strategies to deliver the Trust's vision for human resource. You will need to be a team player who is able to promote and maintain a culture of high expectations of all.

For a confidential and informal conversation to discuss this opportunity please contact Victoria Hall at admin@prosperlearningtrust.co.uk

Yours faithfully



Mark Jones
CEO



Welcome from Chair of the Trustees

Dear Applicant

Many thanks for your interest in the post of HR Manager at Prosper Learning Trust.

This is a really exciting opportunity for a committed individual to work with the central teams to develop the processes and procedures for the Trust.

You will be a strategic part of a newly formed, but rapidly expanding multi academy trust, whose aim is to provide high quality learning environments and experiences for all our learners. Your proven experience of human resources will be a real asset to Prosper Learning Trust as a whole.

Across the Trust, you will be rewarded with amazing staff, who go the extra mile to meet the diverse needs of our pupils. You will be supported by passionate Local Advisory Committee's and an experienced and pro-active Board of Trustees. We strongly believe that our pupils deserve the very best.

The Trustees are looking for someone who works in an open, honest and constructive manner.

If this opportunity excites you, please do get in touch. You are welcome to contact Mark Jones for an informal, confidential conversation prior to submitting an application.

Yours faithfully



Joanne Clifford Swan
Chair of Trustees

Who are Prosper Learning Trust?

Prosper Learning Trust, established in January 2018, is a growing multi academy trust serving children with special education needs and children requiring alternative provision across the North East.

Our values are:

Personal growth through;

Respecting pupils' needs

Overcoming barriers to reach potential

Safe, nurturing and supportive environment

Pupil centred approach

Empathy and excellence in learning

Recognising achievement in all circumstances

We aim to inspire our pupils with a nurturing, pupil-centred approaches that supports and inspires young people to

- Develop resilience and determination in overcoming challenges they face within and beyond school
- Become motivated by their own personal and academic successes
- Aspire to fulfil their potential as lifelong pupils

We believe that all children have a right to education and recognise the benefit of helping pupils reach their educational potential and preparing them for adult life, both intellectually and emotionally. We endeavour to ensure that educational disadvantage is minimized by providing pupils every opportunity to achieve their potential regardless of circumstances.

We believe in preparing young people for the future by providing a high quality broad and balanced inclusive curriculum that promotes:

- Key core values, skills and knowledge in which equality is promoted and difference is celebrated
- The development of flexible, adaptable pupils who embrace challenge, communicate efficiently and work collaboratively
- Social, emotional, physical and intellectual development, supporting their personal growth

We believe our supportive community values nurtures personal and academic progress. The high expectations that Prosper Learning Trust has in its staff, pupils, parents and carers leads to pupils:

- Achieving personal, social and academic success
- Understanding and fulfilling their potential
- Developing the necessary skills and confidence to progress successfully to the next steps in their education, employment or training

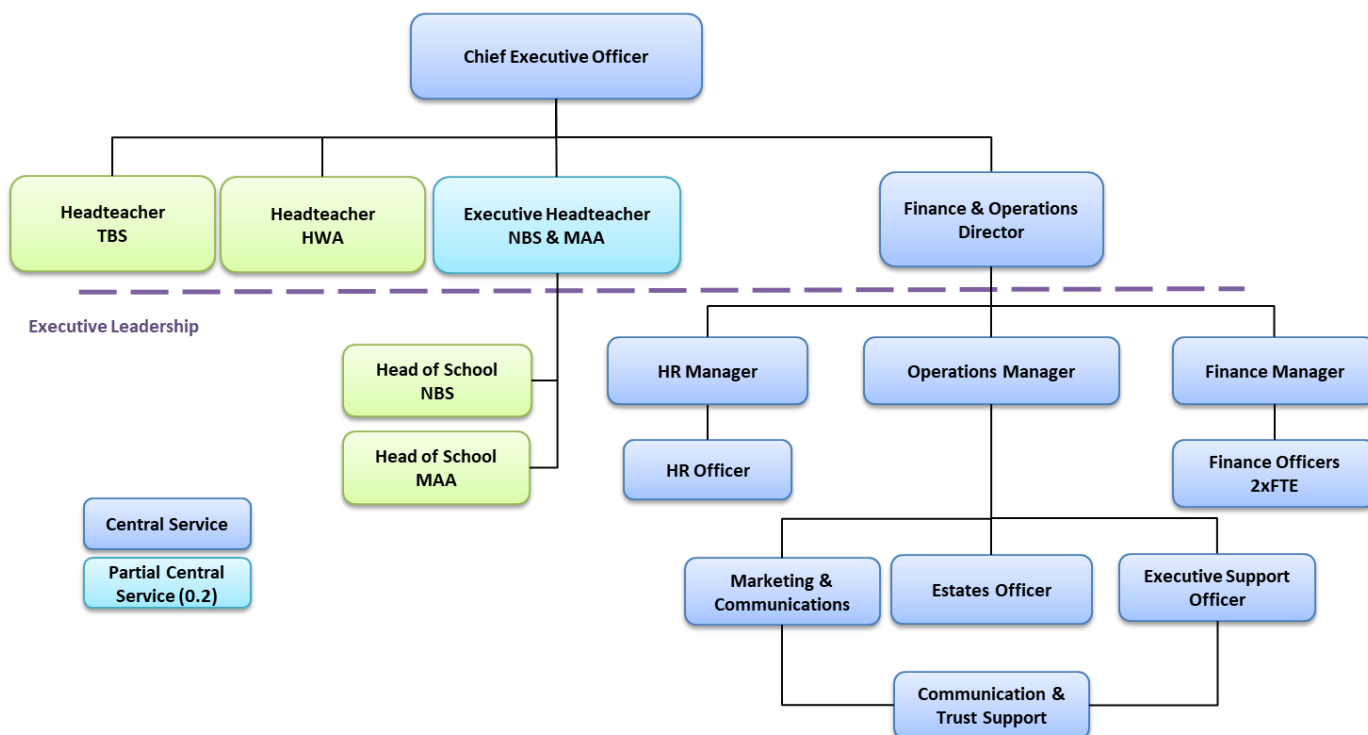


We will achieve this by:

- Improving the educational experiences of all our pupils and by recognising and celebrating the achievement of both pupils and staff
- Providing a stimulating learning environment in which the team of highly skilled staff deliver quality, well-resourced teaching and therapeutic support to meet the needs of all pupils
- Working in partnership with parents/carers, governors, the Virtual School, LA colleagues, CCGs, CAMHS and the wider community / agencies
- Valuing the entire school community, promoting well-being and encouraging spiritual, moral, social and cultural development in an atmosphere that fosters the growth of respect and responsible behaviour
- Ensuring a safe, secure and supportive environment that allows pupils to become more independent and resilient, where they can be happy and enjoy learning

We have a shared vision of collaborative working across the Trust. We have a strong sense that we are working as one team, consistent in our approach while valuing each school's unique identity to support and challenge improvement.

Prosper Learning Trust Executive Leadership & Central Service Structure January 2021



Prosper Learning Trust

Summary of Provision and Governance Structures

Prosper Learning Trust is a Multi Academy Trust that was formed in January 2018. It currently consists of four academies

- Newcastle Bridges School – Alternative provision academy
- Mary Astell Academy – Alternative provision academy
- Thomas Bewick School – Special school academy
- Harry Watts Academy – Special school academy

Three of our schools are based in Newcastle with Harry Watts Academy based in Sunderland.

At Prosper Learning Trust we believe that all children have a right to education and recognise the benefit of enabling pupils to reach their educational potential and preparing them for adult life, both intellectually and emotionally. We aspire to ensure that educational disadvantage is minimised by providing pupils every opportunity to achieve their potential, regardless of circumstance.

Our values are;

Personal growth through;

Respecting pupils' needs

Overcoming barriers to reach potential

Safe, nurturing and supportive environment

Pupil centred approach

Empathy and excellence in learning

Recognising achievement in all circumstances



Newcastle Bridges School provides education to children and young people from 4 -19 who are hospitalised or are not able to access education due to medical reasons. They may be referred via multi-disciplinary agencies according to the specific needs of the individual in the city of Newcastle or through the Medical Services and CYPS provisions, nationally and internationally. Pupils may be fully or dual registered depending on their circumstances.

Newcastle Bridges School seeks to support each pupil's access to a full-time, broad and balanced education appropriate to their potential and their educational needs and encourage reintegration into mainstream whenever relevant.

The school is made up of a diverse range of provisions some of which are within NHS settings. These provisions are widely recognised for the expertise they provide both regionally and nationally. Education staff from Newcastle Bridges School work in partnership with staff from the Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust and the Newcastle upon Tyne Hospitals NHS Foundation Trust within these settings.



The Departments of Newcastle Bridges School:

- *Alnwood* – A medium secure adolescent psychiatric provision based within St Nicholas Hospital providing 14 beds 7 of which are specifically for young people with an additional learning disability
- *Ferndene* – is a 29 bed purpose built inpatient centre in Prudhoe which provides inpatient assessment and treatment for 12 to 18 year olds with complex health, behavioural and emotional needs including those with a learning disability
- *Complex Neuro-Developmental Disorder Service* – is a specialist second opinion service for nursery or primary school aged children who may have Autism Spectrum Disorder (ASD) and other complex communication/mental health/neuro-developmental problems based at Walkergate Park
- *Great North Children's Hospital* - pupils whose education is interrupted by regular stays, or a long term stay, in hospital are taught by a team of teachers in the different specialist paediatric wards.
- *Freeman Hospital* – providing education to children and young people on the cardiothoracic ward
- *Kenton Provision* - An educational setting for pupils aged 11 - 16 for up to 80 pupils who suffer from social, emotional and mental health difficulties. The *Community Education Team* are based within this provision and provide education to pupils in the community who are unable to access the Kenton provision



Mary Astell Academy provides education for up to 87 pupils aged 11 - 16 who are referred by the Local Authority due to permanent exclusion.

The school provides a 60 day turnaround provision as part of the transition process in reintegrating a pupil back into a mainstream school. The schools also offers Key Stage 4 pupils a longer stay option for identified pupils whose needs would be better met by completing their secondary education at Mary Astell.

The academy is based on two sites

- *Main Academy Site* – Based in the West of the city, this provision caters for the KS4 longer stay pupils and KS3 & 4 pupils who geographically are best educated on this site.
- *Walker Provision* – Based in the East of the city, this provision caters for KS3 and KS4 pupils who are within the 60 day transition process and who geographically are best educated on this site.





Thomas Bewick School is a specialist provision for 261 children and young people with autism aged 3 -19 years with a range of abilities and differences associated with the autism spectrum. All pupils have an Education, Health and Care Plan (EHCP).

The school is arranged over three different sites

- Thomas Bewick main site – predominantly primary pupils are based on this site
- Thomas Bewick site 2 – located just behind the main site and accessed via the Studio West Academy site. This site is for predominantly secondary age pupils and a small cohort of Post-16 pupils
- Thomas Bewick @ Broadwood – This site based at Broadwood Primary School is the latest development for Thomas Bewick. Opened in September 2020 it caters for 40 pupil's predominantly in the EYFS. The expansion was agreed in cooperation with the local authority as part of its strategic expansion plan for ASD places in Newcastle.



Harry Watts Academy is a specialist provision for up to 96 children and young people with autism aged 5-16 years with a range of abilities and differences associated with the autism spectrum. All pupils have an Education, Health and Care Plan (EHCP).

The academy opened in September 2020 in a temporary satellite provision based at the former Harraton Primary School in Washington. The new school building is due to be ready for pupils in January 2021 and is sited on the former Bishop Harland Primary School site in Sunderland.



Prosper Learning Trust Developments

These are exciting times at Prosper. We are currently in consultation to make the temporary satellite provision at Harraton the long term expansion strategy of Harry Watts Academy which would increase pupil numbers to 160.

We have also in recent months been announced as the approved sponsor for a SEMH/ASD Special Free School in Northumberland. The school will be based in Blyth and is due to open in September 2022.

Governance

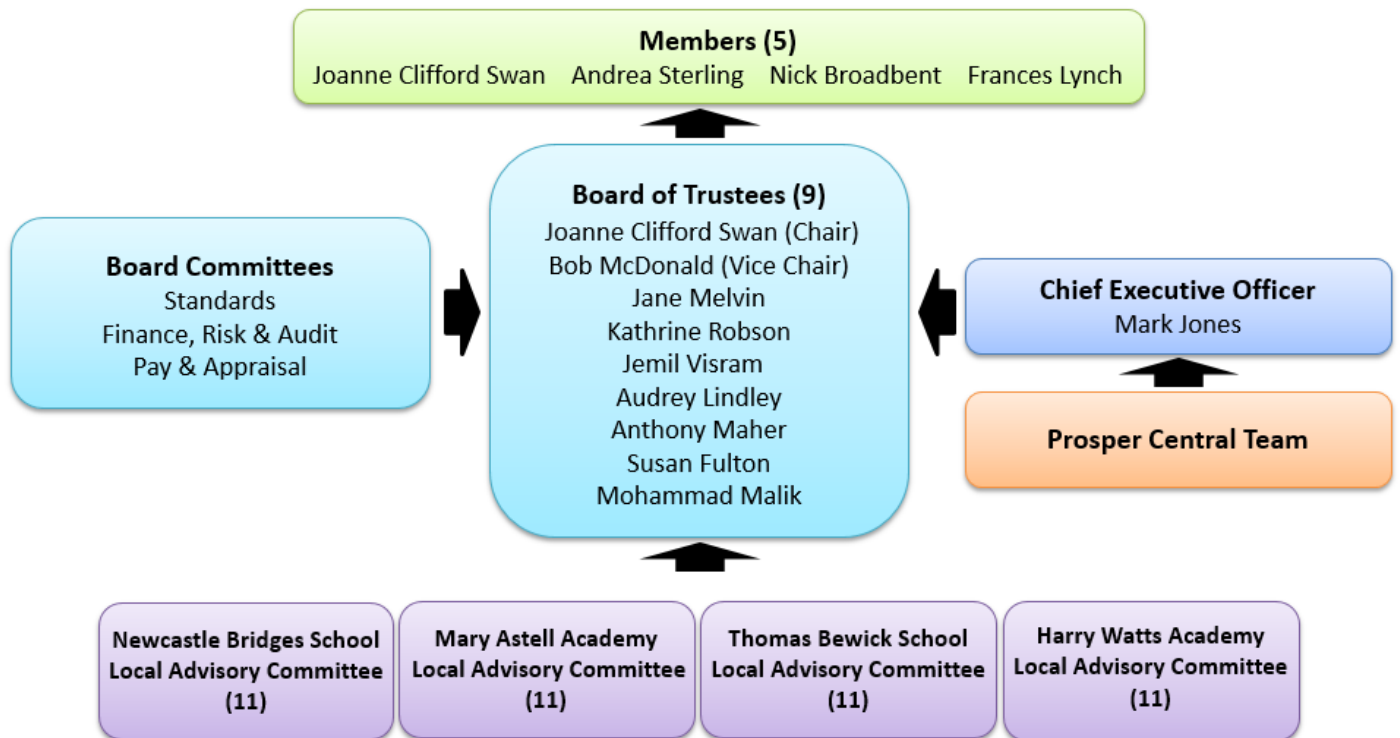
Within a MAT there are 3 layers of governance.

- Members
 - Have an overarching responsibility for the viability and performance of the Trust through the appointment of Trustees and approval of the annual report
 - Have the power to amend the Articles of Association that govern the way the Trust is constituted and managed, including the contraction or expansion of the portfolio
 - Enter into the funding agreement with the Secretary of State
 - Are legally responsible both to the Secretary of State and to parents and pupils for the running of the Academy Trust and the academies within it
 - We currently ask that members meet once a year, but could be asked to meet more on occasions.
- Trustees
 - Establish the overall strategic direction of the Trust and setting the values by which it will work
 - Hold the CEO to account for the overall performance of the Trust and each academy within it
 - Ensuring financial probity and value for money across the Trust
 - A much more hands on role than members. There is a minimum of 5 board meetings annually and Trustees can be expected to sit on at least one committee which meets prior to most board meetings
- Local Advisory Committee
 - To support the Trust in pursuit of its vision and overall aims
 - To promote high standards ensuring that pupils attend a successful Academy
 - To hold the Academy Lead to account for academic performance, quality of care and provision
 - To have strategic oversight of the day to day running of the academy including safety and well-being
 - A Local Advisory Committee will meet 4-6 times a year.

We currently have a vacancy for a member and also within Local Advisory Committees for 3 of our schools.



PLT Governance Structure



HR Manager Job Description

Reporting to:

CEO Prosper Learning Trust

Director, Finance & Operations

Salary: N10 £42,821-£46,845 FTE (30 hours actual £34,257 - £37,476)

Key Relationships:

CEO/Trust Directors

Executive Leadership

Central Services Team

Newcastle Local Authority

Hours of work: 4 days per week, full year working

Responsible to: Director, Finance & Operations

Responsible for: Senior HR Officer, apprentice

Job Purpose: To act as the Trust's lead specialist on operational HR issues through the development and delivery of HR strategies, plans, policies and practice. The Trust HR Manager will be the first point of contact for a number of key external contacts including Trade Unions and will be the key advisor to the Executive Leadership Team and through them to the Trust Board on HR related matters.

Location: Prosper Learning Trust Central Office. Please note that staff may be rotated to other academies within the Trust to gain skills and experience and to ensure that Trust academies have access to this knowledge bank as and when required.

Key Outcomes: Prosper Learning Trust is looking to appoint a suitably qualified professional to act as HR Manager, with responsibility for the development, monitoring and delivery of the Trust's People Strategy, leading the promotion and delivery of sound HR management across the Trust, under the direction of the CEO and Executive Leadership Team. The Trust HR Manager will ensure appropriate and effective policies and procedures are in place and communicated to relevant stakeholders to ensure staff wellbeing and effective people management.

This is a senior management post that will change over time as the Trust develops and grows.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Information and Advice

- Lead in the development and effective delivery of HR management, organisational development, policy, procedures and operational practice in relation to: -
 - Recruitment and retention
 - Reward and recognition
 - Conditions of service
 - Employee consultation and communication



- Employment policies and procedures
- Attendance
- Employee wellbeing
- Performance management
- Workplace learning
- Workforce planning
- Reorganisation and restructuring
- Equalities and diversity
- Union recognition and facilities time
- To maintain a full and up-to-date knowledge of employment law and human resources best practice.
- To liaise with the Trust's legal advisors with regard to any industrial tribunals and legal issues
- To research effective staff health and wellbeing strategies, communicate these to the Executive Leadership Team and lead on their delivery across the Trust.
- To provide expert HR support and guidance for complex, high level employee relation issues to the Executive Leadership Team including disciplinary, capability, grievances, sickness absence etc.
- Research and analyse the impact of emerging HR issues including drafting formal reports as required by the Executive Leadership Team.

HR Procedures and Processes

- To strategically lead on the recruitment of staff in academies and the central team, ensuring that safe recruitment practices are followed.
- Implement an effective employee relations framework, working in partnership with representatives of recognised trades unions, and take a lead role in communication, consultation and negotiation.
- To lead on the TUPE process for incoming schools, ensuring that processes are followed within time scales, joining academies are provided with support and guidance, and robust HR due diligence takes place.
- Develop and manage an effective HR transactional service to the Trust and its academies liaising with external payroll provider, pensions administration and occupational health providers to ensure a seamless service for employees and managers.
- Manage manual and computerised records and information systems and analyse quantitative and qualitative workforce data to support the Trust and its academies to benchmark performance.
- To work with Executive Leaders to ensure the Trust has effective succession planning strategies in place, supporting leaders in recognising and retaining talent.
- To ensure effective management of staff personnel records

Organisational

- To promote effective HR management across the Trust.
- To interpret matters of policy/procedure/statute and ensure with the CEO and Executive Leadership Team, the Trust's compliance and initiate appropriate action.
- Training and mentoring of line managers so they are able to make 'right first time' employment decisions that are not in breach of employment law.
- Contribute to the development of a trust-wide People Management Strategy which enables the delivery of the Trust's vision, values and strategic objectives.
- Contribute to the Trust's business planning process as required to support the development and promotion of services and collaborate with staff across the Trust to achieve business objectives and key performance indicators.

- Work with senior managers to map training needs and research and co-ordinate the delivery of relevant training to staff.
- Contribute to the development and review of the Trust staffing structure ensuring it meets the needs of the academies.
- Ensuring consistency of a standardised appraisal process across the Trust.
- Deliver training to appropriate staff in the delivery of HR policies and procedures.
- Maintain a visible, professional and high profile within the Trust.

General

- Work to fulfil the vision and values of the Trust
- To attend meetings within the Trust and external events as required.
- To undertake regular reviews of Trust HR policies and procedures and submit to Trustees for approval
- To share expertise and skills with others
- To recognise own strengths and areas of expertise and use these to advise and support colleagues

Additional Information

- This job description will be subject to regular review
- The post will be based within the Central Team at Thomas Bewick School, West Denton, Newcastle upon Tyne in the first instance but may be relocated at a future date
- There will be a requirement for travel to all Trust sites and to appropriate meetings and courses at other locations. You may also be expected to spend time away if required for training purposes.
- A current driving licence and own personal transport will be required.
- Demonstrate a commitment to:
 - Safeguarding, child protection and health and safety
 - Equality Act 2010
 - Promoting the Trust's vision and ethos
 - Promoting high ethical standards
 - Relating positively to and showing respect for all members of the school and wider community
 - On-going relevant professional self-development
 - Collaborative working

The Trust will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

HR Manager Person Specification

The Trustees and CEO, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title, may modify the person specification.

Area	Essential/Desirable
Qualifications & Training	
CIPD Qualified	E
Advanced CIPD	D
Evidence of continued professional development	E
Excellent written and verbal communication skills	E
Knowledge and Experience	
Proven track record in HR operational delivery demonstrating a broad understanding of HR practice, knowledge and experience.	E
Experience of having worked in a school or academy or LA environment	D
Experience of advising and guiding managers on aspects of change management including but not limited to employee management strategies, TU consultation, delivering training and coaching/mentoring.	E
Up to date knowledge of employment legislation, case law and current HR issues facing Trusts, academies and how these affect HR policy development and practice.	E
Experience and knowledge of STPCD, Burgundy Book and JNC Green Book requirements	D
Experience of job design and or job evaluation	D
Experience of complex case work	D
Knowledge or awareness of Safeguarding within an HR setting	D
Skills & Key Criteria	
Competent use of IT across a range of systems	E
Ability to meet difficult challenges through use of personal initiative and work prioritization.	E
Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills	E
Ability to manage a varied and complex workload as well as delivering to timescale	E
Ability to persuade/influence others and to apply critical reasoning	E
Ability to maintain confidentiality and to act discreetly	E
Personal Attributes	
Confident and conscientious with a strong customer focus	E
Professional curiosity	E
A committed team ethos with a flexible and collaborative approach to work	E
Ability to work outside normal trust hours if the need arises	D

Ability to travel to Trust academy locations as required (driving licence holder)	E
Equal Opportunities	
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E
Committed to diversity and anti-discrimination strategies	E
Safeguarding	
Commitment to the protection and safeguarding of children and young people	E
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D

Candidate Information

Prosper Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

1. Contact Details

Address: Prosper Learning Trust, Linhope Road, West Denton, Newcastle upon Tyne, NE5 2LW

Phone: 0191 62296020 and select option 7

E-mail: admin@prosperlearningtrust.co.uk

Website: www.prosperlearningtrust.co.uk

2. Specific Details

Employer: Prosper Learning Trust

Date of Appointment: January 2021

Salary Range: N10 £42,821-£46,845 FTE (30 hours actual £34,257 - £37,476)

3. Staff

MAT Support: Chief Executive Officer, Finance & Operations Director, Trust Operations Manager, Executive Support Officer, HR Officer, Communications/Marketing & Central Services Asst, Apprentice

Living in the North East

The North East is a dynamic place to live and work with businesses from tech to financial services and manufacturing.

Award winning parks and gardens to serene beaches and countryside, North East England offers great natural beauty. There are some stunning living locations in North East England, whether it is city centre living, you want to live by the sea, or you prefer the peace and quiet of the countryside.

In 2017, house prices in North East England were the lowest in the UK (£124,535), which is, on average, £24,000 cheaper than Yorkshire and Humber; and the more general cost of living was one of the lowest. Yet the North East consistently remains one of the most beautiful, vibrant, and exciting and thriving places to live and work.

North East of England is well served with transport links, with easy access to London via the motorway and rail services and there are several airports within the region with flights within the UK and beyond.



How to Apply

Applications

Candidates should submit applications on the enclosed form and also complete the safe recruitment form.

In order to comply with the safer recruitment requirements candidates must fully complete the application form including the section on references. It is not acceptable to substitute parts of the form with your own version. All gaps in employment should be accounted for and explained – these could be further explored in an interview.

References

Open testimonials are not required or accepted for this post, the trust will take up a professional reference from your existing employer and one other of your choice. This reference will be requested if you are shortlisted for interview. If you are not currently working with children or within Education, references will be requested from previous employers where this was the case.

Interviews

Interviews will take place on 26th November 2020, using Microsoft Teams. The day will include a mix of formal and informal selection procedures.

Return Applications

Please return application forms to: admin@prosperlearningtrust.co.uk or by post to V Hall, Prosper Learning Trust, Linhope Road, West Denton, Newcastle upon Tyne, NE5 2LW.
(Please mark your application "Private and Confidential")

Application Schedule

Closing date: 19th November 2020 at noon

Interview date: 26th November 2020

Further Information about the Trust and our schools is available on our website
www.prosperlearningtrust.co.uk

