



KINGSBURY  
GREEN  
ACADEMY

# Recruitment Pack



*Achieving Excellence Together*



## About RWBAT

The Royal Wootton Bassett Academy Trust (RWBAT) formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in RWBAT and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

**We offer Compassion** – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

**We seek and offer Respect** for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting staff as they progress their careers in school and pupils on leaving school.

**We seek and hold Ambition** for our RWBAT community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

## Work for Us

**As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:**

### Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession.

We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.



## Benefits

We also offer an excellent staff benefit package which includes discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

## Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school. **This includes:**

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,
- Trained Mental Health First Aiders in all schools, and Central Team.

# Welcome from the Principal

## Dear Candidate

Thank you for taking the time to view this application pack. This is a unique opportunity for the right candidate to join an energetic, creative and forward-thinking team at a progressive school with big ambitions.

Kingsbury Green Academy, which is part of the successful Royal Wootton Bassett Academy Trust, opened its doors for the first time on the 5th of September 2019. Formerly The John Bentley School, the decision was taken by the Principal, MAT CEO and Board of Governors to completely re-imagine and redefine the identity of the school.

This change of identity encompasses all elements of school life and means that Kingsbury Green Academy is fully aligned with the vision and values of the Royal Wootton Bassett Academy Trust. This exciting opportunity will attract exactly the kind of candidate we are looking for at Kingsbury Green Academy.

Candidates interested in joining a school and maintaining the status quo need not apply! Instead, we want to hear from colleagues with fresh ideas who are prepared to work tirelessly to improve the life chances of our pupils.

We want to hear from colleagues who share the following vision and values:

## Vision and Values

Kingsbury Green Academy will deliver a rich and diverse curriculum, taught by knowledgeable inspirational teachers, which engages learners so that they make outstanding progress, regardless of their starting points.

Every member of Kingsbury Green Academy will achieve excellence together through:

- Challenging ourselves to seize every opportunity to grow and develop
- Removing social, economic and academic barriers to enable students to realise their potential
- Recognising that success is as a result of hard work and perseverance
- Encouraging every individual to be bold, courageous and aspirational
- Creating a culture where individuals respect one another and are proud of themselves, their school and the wider community

As Principal of Kingsbury Green Academy, I can promise you the support of a small and caring senior team. I can promise you a first class setting in which to work with some of the most amazing young people you are ever likely to meet, and I can promise that you will work with the most committed team of professionals I have ever had the privilege of working with.

I look forward to reading your application.

Yours sincerely



**Jason Tudor**  
Principal

## About our School

**Thank you for visiting our employer profile. We hope you'll enjoy learning more about the excellent opportunities for teaching at Kingsbury Green Academy and living in the nearby area.**

Kingsbury Green Academy, which is part of the successful Royal Wootton Bassett Academy Trust, opened its doors for the first time on the 5th of September 2019.

We are an ambitious, forward thinking 11-18 Academy situated in a beautiful location on the outskirts of Calne in Wiltshire.

**We are committed to achieving excellence together by:**

- Challenging ourselves to seize every opportunity to grow and develop
- Removing social, economic and academic barriers to enable students to realise their potential
- Recognising that success is as a result of hard work and perseverance
- Encouraging every individual to be bold, courageous and aspirational
- Creating a culture where individuals respect one another and are proud of themselves, their school and the wider community

### Our Facilities

The school has superb facilities which include: 13 Science Labs, a Design and Technology complex, digital media centre and the latest computer-aided design and ICT facilities. Sport is important at Kingsbury Green and we enjoy a sports hall, gymnasium, tennis courts and 33 acres of sports fields, as well as the use of the neighbouring 'Calne Leisure' Centre.

The Arts are supported with Art and Design studios, a photography dark room and processing facilities, fully equipped Drama studios and three purpose-built music rooms with practice rooms for instrumental tuition.

We also have a cafeteria with outdoor covered eating area, gardens, an on-site nursery (babies to pre-school) and a purpose-built Sixth Form Centre.

### Our Location

Our Campus is set on the edge of town, with views across the beautiful rolling Wiltshire countryside. Calne offers a great rural quality of life but is not far from other nearby towns and the M4, giving easy access to Bristol and to the South West. Wiltshire is home to the World Heritage Site of Stonehenge and boasts many other sites of historical interest.

Calne is some 19 miles east of Bath, 6 miles east of Chippenham, 13 miles west of Marlborough and 16 miles south west of Swindon.

Royal Wootton Bassett Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

We welcome visits to the school for prospective candidates.  
Please contact [dtillyer@kingsburygreenacademy.com](mailto:dtillyer@kingsburygreenacademy.com) to arrange your visit.

## Job Description

### Pastoral Support Assistant

Purpose: Providing effective administrative and pastoral support to the Heads of Key Stage

Report to: Heads of Key Stage

Hours: 30 hours per week, 38 weeks per year (term time only)

Salary: Grade F (£21,269-£22,571)

**Actual Salary: £14,390**

All employees of Kingsbury Green Academy are required to understand and contribute to the school's Objectives and Core Values.

#### Monitoring:

- Meet with the Head of Key Stage daily
- Liaise with Attendance PSA to improve punctuality to lessons and PDT
- Behaviour mentoring for students on the graduated reporting system
- Supervising pupils who have been 'timed out' from lessons in the Pastoral Hub
- Rewards and sanctions monitoring

#### Administration:

- Admin support for Head of Key Stage
- Maintenance of student records, including behaviour logs and parental contact details
- To organise and attend Parents Evenings, where necessary

#### Communications:

- Liaison with staff regarding students
- Contact point for parents throughout the day
- Leading restorative conversations where necessary and liaising with both students and their parents/carers
- Face to face meetings with student(s) and/or parent(s) resolving problems, developing strategies, signpost referring to Head of Key Stage
- IAG screening interviews according to School policy
- Induction arrangements and exit interviews for students
- Signpost pupils to the SENCO or Inclusion manager when necessary
- Refer pupils to 'Team Safe' when appropriate

#### Other

- Maintain a visible presence during breaks and lunchtimes
- Take up of further tasks considered to be appropriate and reasonable as requested by Head of Key Stage/SLT
- Be prepared to undertake and maintain a current First Aid at work qualification
- Administer First Aid as required and permitted according to School policy

#### Skills Required:

- The post holder will need to seek solutions to operational and logistical problems and make day to day operational decisions but will refer matters of policy or strategic decisions to the Heads of Key Stage or SLT.

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- The work must be completed methodically, confidentially and to deadlines
  - There will be a high level of interaction with students, parents and outside agencies.
  - Appropriate use of SIMS.net
  - Ability to multi-task and use own initiative
  - To be able to remain calm, efficient and positive under pressure
  - Good positive communication skills, tact, patience, sense of humour with all staff, students, parents, visitors, and contacts
  - Flexibility, common-sense and stamina
  - Ability to prioritise work and time management
  - A good team player
  - Discretion/confidentiality skills

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

## Person Specification

### Qualifications/Knowledge:

- Excellent Literacy and Numeracy skills
- Keen interest in Pastoral/Administration roles

### Experience:

- Previous experience of working with students pastorally is desirable
- Relevant experience of use of office-based IT systems, including SIMS

### Skills:

- Ability to relate well to children and adults
- Ability to deal in a professional manner with all internal and external contacts
- Able to work constructively as part of a team, understanding school roles and responsibilities and own position in this
- Ability to work in a pastoral capacity
- Ability to identify own training and developmental needs and willingness to participate in development and training opportunities
- Strong commitment to equal opportunities
- The ability to interpret information and situations in order to solve straightforward problems (eg. by telephone and face to face enquiries and by demonstrating careful attention to detail when dealing with a range of paperwork).
- Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.
- Excellent organisational skills.

### Personal Attributes:

- Motivated, enthusiastic, flexible
- Friendly, helpful & understanding
- Excellent communication skills
- Excellent interpersonal skills
- Excellent record of attendance
- Accurate with good attention to detail



## **Band / Salary / Hours**

Hours: 30 hours per week, 38 weeks per year term time only)  
Salary: Grade F (£21,269-£22,571) FTE  
Actual Salary: £14,390

## How to Apply

To apply please ensure you complete an application form available from the Trust website [www.rwbatrust.org.uk](http://www.rwbatrust.org.uk) or complete the online application. Applications should be submitted either directly with the school or via [recruitment@rwbatrust.org.uk](mailto:recruitment@rwbatrust.org.uk)

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 it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## 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 how each of these areas will be assessed. 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.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager 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)
- Health checks

RWBAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at short-listing stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.