



KINGSBURY
GREEN
ACADEMY

Recruitment Pack



Achieving Excellence Together

LEARNING TRUST

About the Ascend Learning Trust

The Ascend Learning Trust 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 the Ascend Learning Trust 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 Ascend Learning Trust 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 Carefirst 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 mental health 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,

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 Ascend Learning 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 Ascend Learning 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 Ascend Learning 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.

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 Community Campus'.

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. We welcome visits to the school for prospective candidates.

Please contact dtillyer@kingsburygreenacademy.com to arrange your visit.

Job Description

INCLUSION ROOM MENTOR

Role Summary:

To administrate, supervise and mentor students in the school inclusion room, known as H1. The inclusion room is critical in helping students reflect on their behaviour and in helping them to continue to make progress by not missing out on the school curriculum in the event of being sent out of their classroom. This post requires a full restorative programme of academic support and restorative work after normal school hours between 3:00PM and 4:00PM.

Key Accountabilities:

- To administrate, supervise and mentor students in the school inclusion room, known as H1
- To raise any safeguarding concerns using CPOMs and through TeamSafe
- To register and record student attendance on ClassCharts and supervise students removed from lessons
- To ensure every pupil has an appropriate program of work to complete whilst in H1
- To supervise students regarding the written work left by their teacher, ensuring that they understand the work set. (Practical and technical activities should not be supervised unless the appropriate training has been given and/or it has been agreed prior to the lesson)
- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher
- To promote the inclusion and acceptance of all pupils within H1
- To ensure the appropriate resources necessary for learning are available to students
- To enable orderly entrance and exit of H1
- To communicate with parents/carers regarding student placements in H1
- To provide analysis of the trends and data of the schools use of H1
- Consistently implement all school policies and school based systems
- To follow school systems and procedures on behaviour management
- To use the school systems, including ClassCharts, to record incidents and ensure that action is taken to resolve issues
- To report back to the classroom teacher using the relevant means in accordance with school systems and procedure
- To manage resources effectively and ensure H1 is left tidy and ready
- Manage and coordinate after school restorative work, including communication with parents when a student does not attend. After school restoratives will be supported by the teaching staff where necessary
- To be responsible for the health, safety and welfare of students in accordance with the Health and Safety at work act 1974.
- Comply with any reasonable request as requested by a manager to undertake work of a similar level that is not contained within the generic role profile. This role profile may be changed by a manager in consultation with you.

Supervision & management: None but may coach new or less experienced members of staff

Resources responsibility: Maintains records of work done during H1 period

Key Contacts and Relationships:

Internal

- Tutors
- Head of Key Stage
- SLT
- SENCO

External

- Parents

Person Specification

Inclusion Room Mentor

Qualifications:

- 5 GCSE's including Maths and English or equivalent
- Good general knowledge
- Previous experience of working with children and young people in an educational setting

Knowledge & Skills:

Essential:

- RWBAT Safeguarding and GDPR training (this will be provided)
- Specialist training in behaviour management techniques
- Health and Safety knowledge and compliance
- Extensive working knowledge of all areas of Microsoft Office
- To work without supervision and within strict timescales
- Excellent time management and organizational skills
- Experience of working with children and teenagers
- Be able to maintain confidentiality
- Resilience

Desirable:

- Emotional literacy awareness
- Mentoring skills
- Awareness of learning styles and an ability to match work to those styles
- Be able to remain impartial
- Good interpersonal skills

Band / Salary / Hours

Permanent & Part-Time – Job Share Role
Monday - Friday
38 Weeks per year, term time only

Hours to be split as follows:
9:00am-12.30pm: 17.5 hours per week
12:30pm-4:00pm: 17.5 hours per week

Salary Grade F, £22,269 - £22,571, (DOE) FTE
Actual Salary: 17.5 hours = £8,394

How to Apply

To apply please ensure you complete an application form available from the Trust website www.ascendlearningtrust.org.uk or complete the online application. Applications should be submitted either directly with the school or via recruitment@ascendlearningtrust.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 / 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)
- Health checks

The Ascend Learning Trust 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.