

**The Langley Academy Secondary**

**Slough, Berkshire**

Assistant Headteacher with Sixth Form responsibility

Application Pack



Thank you for your interest in the Assistant Headteacher with Sixth Form responsibility at The Langley Academy Secondary.

**This pack contains:**

* Letter to candidates
* Details about the Sponsor and The Annabel Nicoll Foundation
* Information about The Langley Academy Secondary
* Information about The Langley Academy Primary and Parlaunt Park Primary Academy
* The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact The Langley Academy Trust via the details below:

**Tara Mackay**

[tara.mackay@langleyacademy.org](mailto:tara.mackay@langleyacademy.org)

01753 214468

Deadline for applications: 9am 30 April 2018

Interview dates: 8May 2018

If you wish to visit the academy prior to application then please contact Tara Mackay [tara.mackay@langleyacademy.org](mailto:tara.mackay@langleyacademy.org)

You can also visit our Trust website at [www.langleyacademytrust.org](http://www.langleyacademytrust.org)

Please take the time to review our Child Protection Policy:

<http://www.langleyacademytrust.org/documents/policies/trust/ChildProtectionPolicy(TLAT)(February2017).pdf>

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Dear Applicant

Thank you for your interest in The Langley Academy and the position of Assistant Headteacher with responsibility for Sixth Form. This is an exciting opportunity to join our very vibrant school community and work in a beautiful setting.

We are looking for someone who is highly committed, motivated, and resilient with a clear vision for the role. We need an individual who will contribute to the Academy’s vision for the future, playing a pivotal role in going the extra mile to ensure that all students and staff achieve their very best.

At the Academy, we believe that students come to school to learn and achieve in order to live full and enriching lives. We want to empower them to contribute positively to their family, the community and the wider world. The staff, governors and trustees work hard together, along with parents and carers, to ensure that each of our students leave with a set of results of which they can be proud.

We place a strong emphasis on developing students’ confidence through opportunities in and beyond the classroom so that they can develop their personal and academic interests. Teachers and support staff seek to meet the needs of all within a rich and balanced curriculum, underpinned by our strapline of Curiosity, Exploration and Discovery. In return, we expect all students to be fully prepared and active participants in their learning. An agreed and established set of ground rules based on respect allows everyone to get the best from lessons, activities and unstructured time.

We also believe in lifelong learning and dedicate time and resources to ensure high quality professional development is available to all. The staff are very enthusiastic and would warmly welcome all teachers with a passion for learning. Please come and visit the academy to truly understand what we are aiming to achieve and whether you would like to be a part of our journey.

Yours sincerely



Alison Lusuardi

Headteacher of The Langley Academy

Dear Applicant

I am delighted that you are showing an interest in the Assistant Headteacher with responsibility for Sixth Form position here at The Langley Academy Secondary. I want to set out the reasons why we think it is so exciting. The Multi-Academy Trust (MAT) encompasses The Langley Academy Secondary, The Langley Academy Primary and Parlaunt Park Primary Academy. Our vision is to ensure we provide an outstanding education for every child in the Trust through high aspirations and quality learning through curiosity, exploration and discovery. By 2021, when The Langley Academy Primary has a full complement of year groups, we will have approximately 2,500 students and 350 staff working in the Trust.

We are looking for someone who is looking to be part of this vision. The Trust is in its fourth year and therefore very much still in its infancy and the continued development of an appropriate infrastructure is vital if we are to meet our strategic objectives. Both Primaries will be the main feeder schools with right of entry as part of the admissions policy. This means that the curriculum, assessment and pedagogy will be developed as a Trust to ensure our young people make rapid progress throughout.

A significant advantage of our approach is the capacity to provide outstanding in-house CPD as we will have excellence in each academy that can support professional development for those starting their careers or for those wishing to gain further responsibility. This capacity is further enhanced by understanding the significant resource the student body provides. Students in the secondary develop programmes of study for their careers whilst providing an invaluable service at each Primary. This might take place through the Duke of Edinburgh programme, our community service programme or the Child Development NVQ. In essence an academy improvement programme ‘on tap’ for each academy in the Trust. This will also give us the ability for each academy to respond to problems quickly. For example, staff across the Trust are able to lead on INSET days allowing us to access best practice.

One of the greatest qualities of the Trust is the Sponsors. Having worked with them since my appointment as Principal of The Langley Academy in April 2012, I cannot praise them highly enough. Annabel Nicoll is the Sponsor of the Trust. She has boundless energy and enthusiasm all directed at giving youngsters a better life. As a result of her work, students here have quite simply been afforded opportunities that many young people elsewhere in the country just would not get. The successful applicant will be able to draw on this support and networking opportunity to develop their own career and importantly offer a better education for the young people.

We are aspirational and want to be the best MAT in the country with each school rated outstanding as soon as possible. We believe the economies of scale, the cross-phase opportunities for students and staff development, the ability to respond to each other’s needs quickly and the ‘can do’ approach to everything we do, will make the working environment simply extremely exciting.

Yours sincerely



Rhodri Bryant

Executive Principal of The Langley Academy Trust

About the Sponsor and the Trust

**The Annabel Arbib Foundation** is a registered charity. Originally named The Arbib Foundation it was established in 1987 to support the philanthropy of Sir Martyn Arbib and his direct family. The Foundation provides charitable donations and financial support to organisations and causes around the UK with a focus on the Thames Valley. The Foundation took a leading role in establishing the River & Rowing Museum in Henley-on-Thames which opened in 1998 and attracts over 100,000 visitors per year. The Foundation continues to be the main sponsor of the educational side of the museum.

The other principal beneficiary of the Annabel Arbib Foundation is The Langley Academy Trust. The Foundation is the sponsor of the Trust, created through Department for Educations Academies Programme, and The Langley Academy opened in September 2008.

In 2015 Sir Martyn Arbib retired as Chairman of The Arbib Foundation and his daughter Annabel took up the Chair and uses the Foundation, which has been renamed The Annabel Arbib Foundation, to support her own philanthropy continuing the focus on The Langley Academy Trust. In September 2016, Oona Stannard became our new Chair of the Trust, allowing Annabel time to focus on the things she really wants in the Trust, working and talking with children. Oona comes with a wealth of experience in the education sector as do a majority of our Trustees and Governors, indeed this is a real strength. You can find out more about the team on our website.

**The Langley Academy Trust** is a unique Trust that serves the young people of Langley, Slough and further afield. Our Trustees are a Board of interesting and experienced professionals who bring energy, enthusiasm and wisdom to their role. They share the ambitions of the Trust senior leaders to achieve the best possible outcomes for all children and students within the Trust.

**The Langley Academy** **Primary** is a three-form entry Free-School, sponsored by The Langley Academy Trust. It opened in September 2015 with 90 very excited Reception children and parents; the intake will grow year on year until it reaches capacity of 630 children in September 2021. In September 2016, we opened the new build which now serves 2 year groups with 180 children in total and an ever increasing nursery.

The Trust’s strong vision, high aspirations and determination to succeed in providing an outstanding education for children in the community are clearly evident throughout The Langley Academy Primary’s positive learning environment. Our supportive ethos, child-centred approach, rich curriculum based on first-hand experiences have ensured children are confident, independent learners, displaying Curiosity, Exploration and Discovery.

Although still in our early days, we have received very positive feedback from our latest DfE monitoring visit in March 2017 and the Local Authority Early Years Team. The visits confirmed the Trust’s review of the school and highlighted that the likely judgment in any future Ofsted inspection would be outstanding.

Throughout their growth period, under the guidance of The Trust and by working closely with Parlaunt Park Primary Academy, The Langley Academy Primary looks forward to shaping a new 21st Century Educational Experience.

**Parlaunt Park Primary Academy** is a popular school with recently modernised buildings that converted to a sponsored Academy within The Langley Academy Trust in September 2014.

Parlaunt Park Primary Academy caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. Major works were undertaken to enlarge its buildings following an expansion to a three- form entry school in 2009. The school has 635 children on roll plus a part time 39 fte Nursery provision.

The pupils come from diverse ethnic backgrounds which is typical for Slough, with the major groups being White British, Indian and Pakistani. There are smaller proportions of pupils from a wide range of other minority ethnic groups including Eastern European as well as a small group of Traveller children. The proportion of pupils with learning difficulties and/or disabilities is average. Just over a third of pupils speak English as an additional language. The proportion of pupils known to be eligible for free school meals is average. There is a breakfast and an after-school club.

Every child who attends Parlaunt Park Primary Academy is viewed as unique and treated as such. Children are encouraged to become independent thinkers with a love for life and learning. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at Secondary School and beyond.

Parlaunt Park Primary Academy has developed holistically since it joined the Trust in September 2014. The curriculum has been honed to reflect the learning needs of the children and the strengths of the staff. RWI and T4W [Read Write Inc/Talk for Writing] are two key components of our literacy pathway. The wider curriculum is under review with both The Langley Academy Primary and Parlaunt Park Primary Academy embarking on an exciting journey over the next six years to map a new Primary curriculum and educational direction for the children encompassing first hand experiences, based on a thematic approach to learning and linked to visits and journeys and encompassing Museum Learning.

About The Langley Academy Secondary

The Langley Academy is housed in an iconic building, and bases its curriculum model on curiosity, exploration and discovery. We specialise in Science and strive to be at the forefront of Science education. We pioneer the use of museum learning and have developed links with national and regional museums to add an external dimension to learning. We aim to become a centre of excellence for sports, notably rowing and cricket. We have won our first rowing competition on the water and we have several National and European indoor champions. We are the only state school that runs an MCC Foundation Hub to spot cricket talent in Slough. At the heart of our vision, we aim for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. You will see this in our building. We aspire to instil traditional values and promote respect for other beliefs. We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In our most recent Ofsted inspection, in November 2017, we were rated as good and improving. Highlights from the report include:

*“Governors and leaders actively promote the vision through fostering a shared love of learning together with high aspirations for all pupils.”*

*As one parent commented: ’My son and daughter have both made spectacular progress under the guidance of passionate teachers …The leadership team, along with the staff, are an absolute asset to the school community and in helping shape the next generation of learners.’*

*‘Morale is high and staff recognise that the school is improving. Pupils and sixth formers confidently welcome visitors and are proud to share their work and enjoy working with their teachers. There is a sense of pride, both in The Langley Academy and in the outcomes pupils achieve, that is shared between staff, governors, trustees and pupils.’*

Our results are strong. At Key stage 4 we achieved 63% good passes (4+) in English and Maths with a Progress 8 score of +.23. KS5 results dipped last year but we anticipate a return to previous high standards this summer. A growing number of our leavers move on to university and we were very proud to have our first student take a place at Oxford this academic year. You will be able to find out more about our results and trends if you are invited to interview.

Benefits of working in the Trust

* We have a Wellbeing Group who meet on a regular basis. The group consists of teaching and non-teaching staff. Staff Wellbeing is very important to us.
* We have a generous Staff Absence Policy that reflects strong staff attendance and a can-do attitude
* Access to a weekly CPD programme that includes various Leadership programmes eg NQT and Middle Leader Programme across the Trust, NPQH, NPQSL, NPQML
* A subsidised Christmas Party is offered to all staff across the Trust.
* Flu vaccinations are offered every September to all staff across the Trust.
* PPA periods are on timetables and cannot be used for cover purposes.
* We have 4 Cover Supervisors reducing the amount of cover required by teachers.
* A very strong Behaviour for Learning Policy in place supports staff. Poor behaviour is not tolerated.
* A generous contribution is made towards pensions.
* Enhanced sick pay arrangements.
* Free car parking.
* Lunch provided for staff on INSET days.
* Working in a very modern environment.

The Langley Academy - Job Description

***Assistant Headteacher with responsibility for Sixth Form***

**Salary/Grade**

L12 – L16 plus Fringe

**Purpose of the job**

To take responsibility for the leadership and management for our Sixth Form provision and to promote and be involved in the wider life of the Academy community. To provide strong pastoral leadership and operational management of the Academy Sixth Form. The focus will be the academic progress of young people and will promote high expectations and achievement of students.

**Reporting to**

Headteacher

**Liaising with**

Headteacher, Deputy Heads, Directorate, Leadership Team, Heads of Years 12 & 13, Heads of Faculty, Raising Standards Leaders, Heads of House, SENCO, Subject Leaders, Student Support Managers

**KEY FUNCTIONS**

* To establish and embed a high performing Sixth Form at The Langley Academy
* To develop and implement strategies to promote positive behaviour and high levels of academic achievement for all post 16 students
* To lead on high quality teaching and learning at KS5
* To assist the Academy Headteacher in developing and implementing policy, practice and targets for the sixth Form
* To lead an effective monitoring system to identify underachievement and provide appropriate support for students
* To lead and manage information, guidance and support systems for the Sixth Form
* To line manage teams as agreed with the Headteacher
* To set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
* To provide advice and guidance for staff in terms of their development, whilst ensuring that the Academy aims are put into practice and lead the drive for continuous improvement.

**SPECIFIC RESPONSIBILITIES**

You will lead on all matters relating to our Sixth Form provision, which includes the responsibility to:

* Establish clear expectations and constructive working relationships among staff involved with the Sixth Form, including team working and mutual support, developing responsibilities and delegating tasks as appropriate and evaluating practice
* Assist the Academy Headteacher to design, monitor, evaluate and adapt the quality of curriculum delivery in the sixth Form
* Assist in developing and implementing policy for post 16 education at the Academy
* Assist the Academy in achieving sixth form attendance targets, ensuring absences and lateness are accounted for, taking appropriate actions where they are not
* Co-ordinate and manage the pastoral support of Sixth Form students
* Work with the Headteacher to prepare and manage the sixth form annual budget in the most economic, efficient and effective manner to obtain best value
* Have overall responsibility for the provision of work experience for the Sixth Form
* Organisation of recruitment of Sixth Form students
* Manage the Y11 transition into post 16 including the organisation of induction day/week and taster events
* Lead the Heads of Years 12 & 13 tutors and the Sixth Form support team
* Annually review the Academy Sixth Form prospectus, organise its production and supervise its effective distribution
* Co-ordinate UCAS university application procedures and other application systems
* Ensure that the Sixth Form study area presents a stimulating working environment
* Assist in establishing a partnership with parents/carers to involve them in their child’s education in the Sixth Form
* Ensure effective quality assurance procedures support Sixth Form improvement

You will also have whole Academy responsibilities as follows:

* To deliver high quality teaching and support the development of your subject area
* To be a role model in terms of industry, innovation, commitment and the positive impact upon children’s lives and education.
* To develop strong links and effective working relationships with parents, colleagues, governors, the local community and neighbouring schools.
* To have a visible presence around the Academy during the day
* To establish, lead and chair, as necessary, meetings of groups of staff
* To take a full and committed part in your own appraisal, as well as those of your team members
* To advise on the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
* To create and maintain an environment which promotes and secures excellent teaching, effective learning, high standards of achievement, good behaviour, self-discipline and respect for others.
* To assist with the effective induction of new staff, as required
* To ensure that effective liaison is maintained and developed with external agencies
* To provide coherent data about levels of attainment, behaviour, progress and targets to the Headteacher, Leadership Team, teachers, parents and students
* To carry out a share of supervisory duties in accordance with published rotas
* To participate in appropriate meetings with colleagues and parents or carers
* To adhere to published academy policies and procedures
* To attend regular meetings with the Academy Headteacher and Directorate
* To undertake any other tasks as reasonably required by the Headteacher
* Person Specification

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| **Qualifications and experience** | **Essential** | **Desirable** |
| QTS, Degree or equivalent teaching qualification | ✓ |  |
| CPD Training Courses related to role |  | ✓ |
| Further Degree/Professional Qualification |  | ✓ |
| A first class teacher with at least 2 years successful teaching experience (all ability, 11-18 age range | ✓ |  |
| Experience of leading/managing a staff team |  | ✓ |
| Experience of working in a good/outstanding 6th Form | ✓ |  |
| Proven track record in raising standards of student achievement | ✓ |  |
| Experience of managing a delegated budget |  | ✓ |
| Experience of managing student behaviour | ✓ |  |
| Experience of constructive cooperation with parents and governors | ✓ |  |
| Leading/managing a whole school initiative/whole school change |  | ✓ |
| Experience in the use of ICT as a teaching and learning tool | ✓ |  |

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| **Professional Knowledge & Understanding**  The successful applicant will need to demonstrate knowledge and understanding of: | **Essential** | **Desirable** |
| Strategies for raising student achievement |  | ✓ |
| Effective practice and approaches to Teaching and Learning | ✓ |  |
| How to lead change |  | ✓ |
| Current educational trends and thinking | ✓ |  |
| Academy performance review and self-evaluation processes | ✓ |  |
| How to use data and information to effect improvement | ✓ |  |
| Ofsted framework for school inspection/self-evaluation |  | ✓ |

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| **Personal Qualities and Skills**  Ideally, we are looking for someone who: | **Essential** | **Desirable** |
| Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors | ✓ |  |
| Has the ability to think strategically with imagination, vision and originality | ✓ |  |
| Is reflective, self-critical and open | ✓ |  |
| Is self-confident, motivated and ambitious | ✓ |  |
| Has passion and believes that every student can succeed | ✓ |  |
| Is an effective communicator and presenter | ✓ |  |
| Can plan, organise and delegate effectively | ✓ |  |
| Possess excellent interpersonal skills | ✓ |  |
| Can make tough decisions | ✓ |  |

How to apply

Please complete the online application form, which can be found on:

<https://langleyacademy.careers.eteach.com/>

If you would like further information, or would like to discuss the role in more detail, please don’t hesitate to contact Tara Mackay, PA to Executive Principal and HR Assistant on 01753 214468 or email [tara.mackay@langleyacademy.org](mailto:tara.mackay@langleyacademy.org)

**Closing date: 9am 30 April 2018**

**Interviews: 8 May 2018**

*References will be sought when we shortlist. Your application will be treated in the strictest confidence*

*The Arbib Foundation and The Langley Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. LAT is an equal opportunities employer.*