



# CANDIDATE INFORMATION PACK

To inspire young people to make their best better



Dear Candidate,

Thank you for your interest in working at Kingswood Academy.

Our vision is to deliver world class learning, which places no limits on what young people can achieve. We want to become a beacon of educational excellence in Hull. It is our job to ensure that every child during their time at Kingswood Academy is equipped with the skills, qualifications and attributes needed to live a happy and successful life in the 21st Century.

Kingswood Academy - Vision	
Delivering world-class learning, which places no limits on what young people can achieve; a beacon of educational excellence in Hull.	
Our Key Drivers	
<b>The highest expectations</b>	Everyone can be successful; always set and expect the highest standards
<b>Never give up</b>	Resilience is essential; turn challenges into opportunities
<b>Everyone is valued</b>	Diversity is celebrated; no one is left behind
<b>Value feedback</b>	Good quality feedback drives improvement
<b>No excuses</b>	Create solutions not excuses; accelerate progress
<b>Outstanding learning</b>	Outstanding learning in every lesson, every day

Underpinning our vision for educational excellence are our 6 key drivers, aspirational and inspirational principles, jointly created by students and staff to drive the Academy forward. These are: the highest expectations, never give up, everyone is valued, value feedback, no excuses and outstanding learning. At Kingswood we live and breathe these key drivers and are absolutely passionate and determined to ensure that our students receive the best education, we will not settle for anything but the best.

This summer, for the third year running, we celebrated our best ever GCSE results. We, yet again, had significant increases in the number of students achieving a grade 4 (old C grade pass) in both English and Maths. Our progress scores were excellent and again significantly improved. Our Progress 8 score of +0.42 puts us in the top two schools in the city and shows that on average all our students made almost half a grade more than expected nationally across every one of their 8 subjects from their starting points. At Kingswood Academy all students make good progress in every subject, regardless of their starting point.

We have a relentless focus on raising the academic progress of our students. Teaching and Learning is a passion of all our staff and we believe it is the key to school improvement. When every teacher is delivering outstanding learning day in day out, when every teacher truly loves their subject, has a sense of humour and makes learning fun and when every teacher knows the detail and nuances of the exam specifications to deliver top notch results then, genuine sustainable school improvement will take place. We are passionate about ensuring every classroom is filled with this type of teacher.

On top of the classroom teaching from our excellent staff we have extended the school day until 4pm for our Y11 students in core subjects, we provide 1 to 1 tuition

and run intensive academic residentials to accelerate learning. Also to raise academic standards and student aspiration we are working with professional coaches who are renowned for improving achievement and standards in schools nationally; these coaches have also had success working with multinational companies including NIKE and Chelsea football club. Our students recently commented to OFSTED on the positive impact these interventions were having. OFSTED also commented very positively on the academic improvement taking place across all year groups in the Academy in the recent visit.

We are also very passionate about our competition based house system. The aim is to build teamwork, confidence and community through competition. There are four houses: Johnson, Wilberforce, Sullivan and Reckitt. Every student is a member of one of the houses and competes to earn points for their house. Students can earn points for things such as attendance, progress, photography, sport, poetry, chess etc. You name it, we've got a competition to enable everyone to get involved. We want every student to develop the character, grit and determination to enable them to compete and experience what it feels like to be part of a successful team as well as getting first hand experiences of team camaraderie and team spirit.

At Kingswood Academy we have a multi-million-pound building which was named as one of the best buildings in the UK by the country's most prestigious architectural institution the Royal Institute of British Architects (RIBA). The state of the art facilities provide students with a superb learning environment in which they can excel. Every classroom at Kingswood Academy is spacious, bright and modern, equipped with the latest technology to support learning. Our other facilities include a professional theatre and recording studio, a full size 4G football pitch, a range of dance and drama studios, a state of the art design and technology workshop.

**Dale Jackson (Principal)**

## **Job Description**

**Job title:** Receptionist

**Accountable to:** PA to Principal and Head of School

**Hours of work:** 37 hours per week, term time only plus 10 days

## **Purpose of Post:**

To provide efficient and responsive reception, information and support services for students, parents and other visitors to the academy.

## **Main duties and responsibilities:**

This job description is not intended to be a full account of all aspects of the post. A flexible approach to the duties and responsibilities outlined below is expected.

- To be completely aligned to Kingswood Academy's ethos, vision and key drivers.
- To enhance the Academy's image by dealing with all visitors/callers promptly, politely, efficiently and consistently. To answer queries, make referrals and deal with complaints, demonstrating empathy with those who might not understand or agree with Academy policy and practice.
- To provide a straightforward, accessible, consistent line of communication for visitors, through face to face contact and dedicated telephone/switchboard and email provision. To co-ordinate communication within the Academy by opening and correctly distributing external post and ensure outgoing mail is franked and sent.
- To maintain electronic diary entry bookings for meeting rooms.
- To ensure that all visitors are signed in and out, so that an accurate visitors log is available in case of emergency. To ensure visitors are accounted for in the event that the building is evacuated.
- To ensure effective systems for the programming and issuing of smart RM cards to provide students, staff and selected users/visitors with appropriate access to defined areas and cashless catering/purchasing services.
- To provide an efficient and effective administration service through the provision of clerical support to staff.
- To administer First Aid treatment to students, staff and visitors; to oversee students in the self-administration of inhalers, etc in accordance with Academy Policy. To update relevant records and to undertake relevant Health & Safety tasks using Assessnet
- To assist in co-ordinating and marketing academy events such as trips, parents' evenings, transition induction days.
- Attend all parents evenings to provide administration support.

- To oversee collection and recording of payments for academy trips/events and ensure all payments are reconciled and secured at the end of the day.
- To update electronic records as required, including student records. To interrogate the Academy's Progresso as required, including the generation and distribution of associated reports. To ensure the Free School Meals records are kept up to date.
- Such other duties as may be determined from time to time within the general scope of the post.
- Flexibility to work overtime as and when required to meet the academy's needs.

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Council's Equal Opportunities in Employment Policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times

**Job Description - notes**

- It is essential that all staff are fully aligned with Kingswood Academy's ethos, vision and key drivers.
- These criteria will form part of the individual's professional development, performance management and review to be carried out by the Regional Director for Education and the Chair of the Local Governing Body;
- All Academy leaders are subject to the requirements of the OFSTED measures of effectiveness, which will be monitored by the Regional Director for Education, the AET Board, and the Local Governing Body;
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment;
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed;



- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post;
- The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Regional Director for Education, the CEO of the AET and the Chair of Local Governing Body;
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing;
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- All Academy leaders are expected to model professional leadership behaviours at all times;
- All Academy leaders may be directed to undertake other various responsibilities as directed by members of the SLT or Principal.

**In addition to the above requirements, all staff are required to:**

**Promote the ethos of the Academy by:**

- Being a positive leader of ethos, demonstrating a “can-do” solution focused mentality when faced with any gripes or concerns with other colleagues;
- Being a strong presence wherever they are in the Academy;
- Modelling high standards in expectations and practice;
- Following Academy policy and promoting policy in all areas and at all times;
- Dealing immediately with any problem they observe;
- Being positive and proactive in seeking solutions to problems and in planning ahead;
- Constantly looking for ways to improve and innovate in education;
- Seeking the highest standards possible and sharing them with others.

**Take responsibility for:**

- Professional development and conduct of colleagues and pupils;
- Quality of care provided for colleagues and pupils;
- Identification of leadership potential in colleagues and pupils;
- Quality of the learning environment;
- The constant monitoring of the impact and effectiveness of innovation and operative systems within their remit;
- Being a conduit and filter for information to and from key stakeholders in the Academy;
- Organising their teams to deliver high quality service;

- Making sure what we say will happen, happens

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

#### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

#### **Person Specification**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• 5 x GCSE or 'O' Level including Maths and English at grade C or above</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/experience required for	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Experience of</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using 'risk assessment' software e.g.</li> </ul>

	the role	<p>working in a busy office environment</p> <ul style="list-style-type: none"> <li>• Capable of using 'Office Packages' to a high standard</li> <li>•</li> </ul>	<p>Assessnet and Progresso</p> <ul style="list-style-type: none"> <li>• Relevant experience in a reception role</li> </ul>
<b>Skills</b>	Skills and abilities	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Strong ICT skills</li> <li>• Ability to meet deadlines</li> <li>• Ability to prioritise and manage conflicting demands.</li> <li>• Excellent administration skills</li> <li>• Ability to work on own initiative</li> <li>• Good organisational skills</li> <li>• Be an effective communicator</li> </ul>	<ul style="list-style-type: none"> <li>• Current driving licence</li> <li>• Work processing qualifications</li> <li>• European Computer Driving Licence</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active</li> </ul>	



		<p>listener.</p> <ul style="list-style-type: none"> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
<b>Special requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	

## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

### **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

### **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have to access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

## **Staff Benefits**

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.



## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you

are appointed, in which case the data you have supplied will form the basis for your individual staff record.