



Bradford Academy



Application Pack

Contents

- **Letter from Executive Principal**

- **Job Description**

- **Person Specification**

- **Information for Applicants**



Bradford Academy

Teasdale Street
Bradford
BD4 7QJ
01274 256789

Dear Applicant

Thank you for requesting details for a post at the Bradford Academy.

We have now been open as a new school since September 2007 and have quickly established the characteristics you would expect; there is an orderly and purposeful atmosphere within the school; the students are smart; our daily routines are working well and there is a palpable excitement and engagement in lessons. Staff have worked really hard to achieve this. It is a major enterprise to establish our standards and expectations and get the basics right alongside the wider ambitions to transform the learning and achievements of our learners. In January 2013, we had a full Section 5 Ofsted Inspection and were delighted to be judged as a good school with outstanding SMSC. You can read our report in full on our website www.bradfordacademy.co.uk. The report affirms our progress and celebrates our successes and growth.

We have a distinctive vision for the future and clear strategy to translate it into reality. We have a passionate conviction that we will also succeed. At the heart of the decision as to whether to apply must be the answer to the question as to why you would choose to work at this Academy and to invest your future career in such a challenging venture. I believe I can help you find an affirmative answer to this question.

We have had the opportunity to appoint many talented new staff alongside colleagues who have transferred from our predecessor school. In our first year, we were highly successful in our recruitment and opened with 30 new staff in posts right across the staffing structure. The Senior Leadership Team and all of the Directors of Personalising Learning were new. We were also proud to have transferred under TUPE, many staff from our predecessor school. We now have a team of highly effective teachers with a range of backgrounds and experiences, all working together to ensure that they have maximum impact on learner progress through our Visible Learning Community.

It is a huge privilege to have been chosen to lead the Bradford Academy. I have chosen to be part of the plan to transform the learning and opportunities of the students at the Academy and to invest my leadership in its future success, to work with others who are genuinely exhilarated by the possibility of significant and rapid improvement and who want to be part of this transformation.

We are sponsored by the Diocese of Bradford who were supported in their vision for the Academy by Toc H, an International Voluntary Organisation. Our sponsors are committed to the promotion of our specialism of Citizenship with Enterprise. Our specialism makes us unique. The opportunity to create a 'leading edge' school in a city as diverse as Bradford is one that inspires us all. The citizenship and enterprise of young people who are the active citizens in tomorrow's world is important to us. We want our Academy to:

- Be at the heart of a community
- Be representative of the City of Bradford, contributing to its regeneration
- Develop an understanding of the rights and duties of citizenship and enterprise in its students
- Serve young people of many religions, cultures and communities



The specialism has shaped our ethos and pedagogy; the design of our building and curriculum; the leadership structures, roles and systems we have created; it has informed the selection of our resources and how they are being deployed. We will encourage our young people to be reflective, informed and articulate and to embark on their post Academy careers with confidence, with a strong belief in their capacity to play a full part in their life as citizens, to have dreams and to realise them.

Bradford is an important community. It provides a key to understanding the future development of British Society. Events around the world have an impact on relationships between individuals and communities in the City. Debate and student voice have been part of the process by which we have determined and developed our approaches to a wide range of concerns from homework and detention, to the quality of food in the restaurant. All staff appointments involve student voice.

You need to be a person with convictions about improving the life chances of our students for whom educational success is the only secure route to significantly better the quality of their future lives. We are looking for colleagues who share our values and aspirations. You will need to be genuine and able to talk about what you would bring to the school and how you would contribute to our team in order provide learners with high quality support. We are seeking people who can 'do' as well as 'talk' with a proven track record of effectiveness based on a thorough understanding and knowledge of why it is you have been successful. You will be a person who gets a buzz from seeing how theory actually works in practice.

This application pack is designed to help you prepare an application by giving you an insight into the ethos and aspirations of the Academy. Please do not hesitate to ring if you think we can help you further. I am really looking forward to receiving your application, to meeting some of you at interview and ultimately working with the successful candidate.

Yours sincerely,

A handwritten signature in black ink that reads 'Tehmina Hashmi'.

Tehmina Hashmi
Senior Principal

If you would like to discuss this position further please contact our HR Department on 01274 256789 or by email to recruitment@bradfordacademy.co.uk



JOB DESCRIPTION ADMINISTRATOR (OPERATIONS/ SEN DEPARTMENT)

Hours: 37 hours per week, AYR

JOB DESCRIPTION

The first responsibility of all members of staff will be to secure the affirmation, formation and achievement of every learner, in the management of rights of access, choice and freedom from discrimination.

CORE PURPOSE:

To work, as part of the administration team liaising directly with the Assistant Principal Learning Development in providing a comprehensive support service to the SEN department.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

No direct supervision over other members of staff but may be required to assist in the supervision of students, trainees, work experience and voluntary helpers with whom the postholder is working

SUPERVISION AND GUIDANCE:

To work under the instruction/guidance of the Organisation & Development Manager and a member of the SEN Management team as appropriate, referring complex problems for guidance but exercise initiative in performing delegated duties

RANGE OF DECISION MAKING:

Expected to make decisions within established academy policies and procedures

To interpret guidance from other staff on the preparation of documents and materials

To liaise with other administrative and academic staff to ensure time schedules are met.

The postholder will be expected to use good common sense and initiative in all matters.

Expected to take initiative in the development of new administrative procedures to meet changing requirements and improvements in quality

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the Academy, its Governors, staff, students, parents and carers.

The provision, use and storage of all equipment and materials.

Responsible for the safe keeping of the computer hardware and software and the back up of computerised data ensuring compliance with the requirements of the Data Protection Act.

Responsible for the occasional handling of substantial amounts of cash.

RANGE OF DUTIES:

- To promote a professional and courteous service that is consistent with the academies ethos
- To provide a comprehensive administrative service to all internal personnel as requested
- To liaise with the central offices of the DfES, LEA and other agencies on behalf of the academy
- Take a lead role in planning, development, design, organisation and monitoring of support service systems/procedures and policies
- Support the updating of student IPM's (Individual Provision Map), Learner passports and care plans
- Take a lead role in the production, monitoring and updating of the SEN register
- Take a lead role in the production, monitoring and updating of the EAL register
- Take a lead role in the production, monitoring and updating of the LAC register
- Take a lead role in the production, monitoring and updating the Medical and health details including the Medical Register
- Take a lead role in the development and maintenance of student records including preparation of student reports as required.
- To organise, set up and attend student annual review meetings supplying minutes to all necessary parties involved.
- To provide information to parents/carers and other agencies on behalf of the academy
- To monitor the allocation of SEN resources across the academy
- To ensure confidentiality of records and managing learners files
- Provide detailed SEN/EAL/LAC/DSP reports as required
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Record and send out minutes from meetings as required
- May from time to time be required to undertake any other administrative duties commensurate with the level of responsibility of the post as may be required

RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the academy
- Develop constructive relationships and communicate with other agencies/professionals
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the academies equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

ADMINISTRATOR PERSON SPECIFICATION

EXPERIENCE

Essential

Minimum of 2 years experience of:

- ♦ Management and operation of IT based Management Information systems/Microsoft Office
- ♦ Working as part of a team
- ♦ Experience of working with children of relevant age
- ♦

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Desirable

- ♦ Experience of the use of complex databases e.g. CMIS or similar within a school environment and a range of other ICT packages.
- ♦ Experience of co-ordinating school events/meetings.
- ♦ Experience of spreadsheets/database applications

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QUALIFICATIONS

Essential

- ♦ Maths & English GCSE grade C or above or equivalent e.g. Adult Literacy/Numeracy level 2.
- ♦ NVQ level 3 or equivalent qualification or experience in relevant discipline

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TRAINING

Essential

- ♦ Willingness to undertake job related training as required.

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Desirable

- ♦ Customer relations / telephone skills training.
- ♦ Computer trained.
- ♦ First Aid at Work qualification

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SPECIAL KNOWLEDGE

Essential

- ♦ Office methodologies
- ♦ An understanding of the relevance of accurate data in an educational establishment

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Desirable

- ♦ Knowledge of the national examination system
- ♦ Insight & understanding of students with special educational needs

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ESSENTIAL SKILLS AND ATTRIBUTES

- Good timekeeping – must be able to report for work at specific times.
- Will not require time off in term-time (save for compassionate leave).
- Flexible and willing to accept change.
- Enthusiastic, good sense of humour.
- Able to act in a firm, but fair manner.
- Able to use good common sense and initiative.
- Able to work constructively as part of a team.
- Ability to prioritise conflicting demands and pressures
- Ability to relate well to students and adults
- Ability to work proactively and independently using own initiative
- Ability to cope with requirements of post
- Willingness to share expertise, knowledge and experience
- Demonstrate good co-operative, interpersonal and effective listening skills
- Approachable, courteous and able to present a positive image of the academy to callers and visitors.

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PERSONAL CIRCUMSTANCES

- Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)

Sight of
official
documentation

Information for Applicants

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

Interviews

Shortlisted candidates will be contacted within two weeks of the closing date. All appointments will be subject to satisfactory DBS/ISA registration and reference checks.