

**The Langley Academy Trust**

**Slough, Berkshire**

ICT Technician

Application Pack



Thank you for your interest in the post of ICT Technician to The Langley Academy Trust.

**This pack contains:**

* Letter to candidates
* Details about the founder, The Arbib Foundation
* 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 via the details below:

**Sarah Friend**

**PA to Executive Principal and HR**

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Dear Applicant

I am delighted that you are showing an interest in the ICT Technician position here at The Langley Academy Secondary and across the Trust in both Primaries. 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 the 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.

All of the Trust’s member academies will have significant support through The Langley Academy Trust at HR, Finance and Premises level. The role of the ICT Technician is to assist the Network Manager in providing an effective and efficient ICT network system to support and enable high quality learning.

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, 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 contribute towards bettering education for the young people across the Trust.

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 extremely exciting.

Please apply if you understand what we are trying to achieve and you would like to be a part of our journey.

Yours sincerely



Rhodri Bryant

Executive Principal

The Langley Academy Trust

About the Sponsor and the Trust

**The Annabel Arbib Foundation** is a registered charity (number 296358) that supports the philanthropy of Sir Martyn Arbib and his daughter Annabel Nicoll. Sir Martyn set up the Henley-on-Thames based Perpetual Investment business in 1974 and established the Arbib Foundation in 1987. The Foundation has provided charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. Sir Martyn Arbib, and the Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames that opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

The principal beneficiary of the Annabel Arbib Foundation is The Langley Academy Trust in Slough. The Annabel Arbib Foundation is the sponsor of The Langley Academy Trust, which comprises The Langley Academy, Parlaunt Park Primary Academy and The Langley Academy Primary. Annabel Nicoll is Sponsor and Chair of Trustees at The Langley Academy Trust.

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.

**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.

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 a DfE monitoring visit 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 at least good.

Throughout our 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** was 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 and the successful candidate would be expected to champion, encourage and extend these twin approaches. 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, it specialises in Science, pioneers the use of museum learning and aims 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, The Langley Academy aims 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. The Academy strives to be at the forefront of Science education and has developed links with national and regional museums to add an external dimension to learning. 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 February 2013, The Langley Academy was rated “good with outstanding elements”. The Ofsted report states that:

*The main reason why achievement is good is because the majority of teaching is typically good and sometimes outstanding, and it is well matched to the needs of most students. Students have outstanding attitudes to learning. Behaviour is excellent. Relationships throughout the academy are extremely positive and this ensures that the academy is a calm, purposeful environment in which to learn. The sponsors’ vision permeates all aspects of academy life and the Principal, Leadership team and those who lead subjects and house groups are relentless in driving improvement.*

Our results in each Key Stage are strong. At KS4 we achieved 67% A\*-C including English and Maths with a progress 8 score of +.22 placing us in the top 20% of schools. KS5 results were ALPS 3 in 14/15 with a slight dip in performance in 15/16 although we are confident we will move back to our high standards this year. Overall our VA data for the last 4 years have been sig+ with 9 out of the 18 KPI as significantly above the national average. You will be able to find out more about our results and trends if you are invited for interview.

Job Description

ICT Technician

**Salary/Grade**

Level 3

### Purpose of the job

To assist the Network Manager in providing an effective and efficient ICT network system to support and enable high quality learning

**Reporting to**

Network Manager

**Liaising with**

Executive Principal, Headteachers, Leadership Team, SENCO, Subject Leaders, Raising Standards Leaders, Phase Leaders, teachers and support staff, external agencies and parents.

**KEY FUNCTIONS**

* To assist in the maintenance of the academy’s ICT networks
* To assist in the installation of new and existing software across the networks
* To provide technical support for all users, curriculum and administrative
* To provide ICT support in lessons as required
* To assist in the development and maintenance of each academy’s web site and intranet

**SPECIFIC RESPONSIBILITIES**

***The main responsibilities of the post are to:***

* provide support for the academy servers and associated routines, including responsibility for administering backups during holiday periods as required
* maintain the security of the computer networks, ensuring that students are safe from accessing inappropriate material on the internet and that academy, staff and student files are not able to be accessed by those without the required permission
* monitor the use of the internet within the academy, alerting the Network Manager to any issues of concern
* provide hardware and software support for all ICT devices within the academy
* monitor the efficiency of the academy’s networks
* be responsible for ordering and maintaining stocks of all ICT consumables, and placing other orders as requested
* perform complete installations on all new devices
* install, configure and maintain anti-virus software across the network
* administer email and user groups and accounts within the academy
* provide support to users in the use of the academy’s management information system
* assist in designing and uploading pages for the website and intranet, updating on a daily basis
* support teaching and support staff as required in their use of ICT equipment and software responding to requests using a call logging and priority system
* prepare ICT equipment for use in presentations
* assist in ICT lessons as required
* carry out maintenance as required
* update the network with software as and when required
* ensure the network is backed up each day
* keep hardware, software and the networks in good working order, calling in suppliers and contractors as required and approved by the Network Manager
* change staff and student passwords as required
* create new users as required
* maintain an inventory of all software and hardware in liaison with the Network Manager
* ensure all printers are loaded with paper and ink
* draw up and submit orders in liaison with the Network Manager
* assist in the recommendation of purchases of software, hardware and ICT peripherals
* take part in the duty programme at breaks and lunchtimes in ICT areas
* attend and participate in regular meetings and participate in training and other learning activities, as required
* actively support and participate in the museum learning programme
* actively support and participate in the link academy arrangement with Eton College
* participate in and support the performance management policy
* undertake other tasks as reasonably required by the Executive Principal or Head of School

Person Specification

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| **Qualifications and experience** | **Essential** | **Desirable** |
| Degree level |  | ✓ |
| Educated to GCSE level grade C or equivalent in English and Maths | ✓ |  |

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| **Professional Knowledge & Understanding**  The successful applicant will need to demonstrate knowledge and understanding of: | **Essential** | **Desirable** |
| Demonstrate high organisational skills | ✓ |  |
| Demonstrate good ICT skills including use of databases |  | ✓ |
| Ability to manage workload and priorities | ✓ |  |
| Experience of working with young people | ✓ |  |
| Ability to communicate well with students and staff in a confident, calm and professional manner | ✓ |  |
| Flexible and adaptable, and able to work using own initiative | ✓ |  |
| Meeting the needs of vulnerable and challenging young people who have social, emotional, behavioural and medical needs, and having the ability to create appropriate provision to accommodate such needs | ✓ |  |

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| **Personal Qualities and Skills**  Ideally, we are looking for someone who: | **Essential** | **Desirable** |
| Person of integrity | ✓ |  |
| Has a cup half full approach | ✓ |  |
| Ability to maintain confidentiality | ✓ |  |
| Ability to remain impartial | ✓ |  |
| Is sympathetic to the needs of the school community | ✓ |  |
| Have an openness to learning and change | ✓ |  |
| Have a positive attitude to personal development and training | ✓ |  |
| Have good interpersonal skills | ✓ |  |
| Is a good role model for students | ✓ |  |
| Has passion and believes that every student can succeed | ✓ |  |
| Is energetic, creative and enthusiastic | ✓ |  |
| Is co-operative, flexible and responsible | ✓ |  |
| Is reliable, well organised and committed to high standards | ✓ |  |
| Is patient, optimistic and has a fantastic sense of humour | ✓ |  |
| Is able to prioritise | ✓ |  |
| Is punctual, with a smart appearance | ✓ |  |

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| --- | --- | --- |
| **Safeguarding** | **Essential** | **Desirable** |
| Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by;   * treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * having regard to the need to safeguard students’ well-being, in accordance with statutory provisions * showing tolerance of and respect for the rights of others * not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law | ✓  ✓  ✓  ✓  ✓ |  |
| Staff must have a proper and professional regard for the ethos, policies and practice of the academy and maintain high standards in their own attendance and punctuality | ✓ |  |
| Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities | ✓ |  |

How to apply

**Please send your completed application to:**

Sarah Friend

The Langley Academy Trust

Langley Road,

Langley,

Berkshire, SL3 7EF

**or email it to:** sarah.friend@langleyacademy.org

**Closing Date:** Friday 22 September 2017

**Interviews:** Week commencing 25 September 2017

*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. TLAT is an equal opportunities employer.*