

CANDIDATE INFORMATION BROCHURE



To inspire young people to make their best better

February 2018

Welcome to Wishmore Cross Academy and thank you for your interest in our Academy. Wishmore Cross Academy is based in Chobham, located close to both the M3 and M25 Motorways, in the north-west corner of Surrey. The Academy draws pupils from a range of backgrounds, both urban and rural, across Surrey and also neighbouring LEAs.

We are a proud member of Academies Enterprise Trust (AET) network of Academies and have been judged by Ofsted in our most recent Social Care Inspection as an outstanding Academy.

We have an excellent reputation for providing bespoke learning packages for pupils to allow them the best opportunity to achieve their full potential. We are also at the heart of our network of Special Academies providing expertise, training and resources to both teaching and non-teaching professionals, parents and carers.

We pride ourselves in offering first class education to the most vulnerable young people. This requires an innovative approach to education, engaging pupils in new ways of learning and most importantly experiencing success.

Our dedicated team are committed to working together in partnership with families and external organisations to ensure all pupils get the best possible education and support. We have high expectations of both staff and pupils and we provide a positive and productive environment in which to learn.

We have a well-established system for growing our own Teachers through the Schools Direct Programme.

We strongly encourage all applicants to visit our Academy prior to applying so you can make an informed judgement about whether working in this challenging environment is suitable for you.

This is an excellent opportunity to make a real difference and transform lives.

Mr J Donnelly and Mrs M Taylor
Co Principals

Wishmore Cross Academy

We are a residential Special Academy for up to 80 boys aged 9 to 16 years who have social, emotional and mental health difficulties. We provide a highly effective and individual package of education, care and pastoral support to young people who may have had only negative experiences of school. A safe, caring environment supported by high levels of staffing ensures that each pupil has the opportunity to make progress and achieve their full potential.

The high quality of education on offer in a caring environment provides a positive choice for parents and young people. Wishmore Cross Academy is committed to a strong partnership between home and school in order that pupils achieve high standards in all areas of the curriculum.

The Academy offers a modern purpose built residential facility, Cedar House. Within Cedar House are three eight bedded units each with a large lounge, kitchen and shower or bathrooms. The boys have either single or shared rooms which they can personalise and they are encouraged to see the room as their own. The units offer a safe, friendly and caring environment and staff support the young people, by offering consistency and continuity in behaviour management, and encourage them to take responsibility for their own actions and make informed decisions.

We are able to offer flexible boarding for 2, 3 or 4 nights each week in order that we can meet individual needs of young people. Boarding has the advantage of improving attendance and can help young people make a wider circle of friends and settle into Academy life much quicker.

As part of our evening activities programme throughout the year we include mountain biking, astro turf football, badminton, bowling, laser quest, pool, snooker, tracking, dodge ball, golf, playstation, xbox, art and craft, cookery, swimming and trips out to places of interest such as Windsor, Boxhill and the beach. Each unit has its own computer and carefully regulated internet access and this can be used in the evening as well as playing a variety of more traditional games.

Ofsted Report

[Ofsted Report November 2015](#)

Summary of key findings:

- Innovative ways of working have ensured the needs of vulnerable young people are well understood and they are given the right level of support to address their difficulties
- Practice is informed and developed taking into account current research. This has resulted in the implementation of effective behaviour management programmes and a reduction in the use of physical restraint

- Robust safeguarding policies are fully implemented, keeping young people safe. Excellent monitoring of child protection concerns is maintained, and effective challenge is made when external agencies are perceived not to have met their responsibilities
- Effective partnership working ensures young people have the opportunity to access community resources and expand their support network.
- Well trained, supported and motivated staff provide consistently high levels of care. They develop strong, trusting relationships with young people
- Leaders and managers promote a culture of continuous improvement. They ensure change is well managed and that staff remain motivated to meet the needs of young people
- Young people make good progress in many aspects of their lives. They display less challenging behaviour and experience increased emotional resilience
- Parents and carers are supported and encouraged to participate in the induction process for new residential pupils. They are kept well informed and consistently provide positive feedback on the residential provision.

“Staff have an excellent understanding of the individual needs of young people. Their knowledge of young people’s needs is enhanced by a new approach to supporting young people which involves building links with families and undertaking home visits”
– Ofsted November 2015

“Staff are well supported and motivated to provide a high standard of care” – Ofsted November 2015



Staff Profiles

Laura Bartley – Key Stage 3 Teacher



I started working at Wishmore Cross Academy as a Learning Support Assistant in January 2011. After two years I was supported through the Schools Direct programme, linked with the institute of education, to achieve QTS and then through my NQT year.

I currently teach KS3 maths and through the AET have had access to many subject enhancement training opportunities. I enjoy supporting our pupils in developing skills that enable them to access the curriculum. Every day is different at our school and brings its own unique challenge. I really value, also, the support that is offered to all staff from being part of a strong, experienced team.

Daniel Kelly – P.E. Teacher



I joined Wishmore Cross Academy in 2010 as a Learning Support Assistant for P.E. with a view to progressing into teaching. I primarily worked supporting lessons and also on a one to one basis to help improve technique and understanding P.E. The Academy supported me through the Schools Direct Programme in conjunction with the Institute for Education and I am now a fully qualified P.E. Teacher. I really enjoy my role of delivering P.E. lessons to all Academy pupils. P.E. plays a big part in pupils' social and personal development and I really enjoy helping and watching

them grow. Each day at the Academy offers its own unique challenges and there is never a dull moment.

Rebecca Harris – Learning Support Assistant



I originally trained as a social worker after graduating from university, but came to Wishmore Cross Academy after learning about its focus on nurture principles. Working as a Learning Support Assistant here has increased my knowledge of the needs of pupils with Social, Emotional and Mental Health difficulties and has taught me patience, empathy and resilience and has encouraged me to consider a future in teaching.

My role as an LSA involves supporting the pupils both inside and outside the classroom, often on a one-to-one basis in order to manage any barriers to learning. I also help to deliver the literacy programme recently started by the Academy to support those pupils with lower reading and writing levels. Each day is varied and presents different challenges, but by far the most rewarding part of the job is getting to build relationships with the pupils and be part of even their smallest success.

JOB DESCRIPTION

Job Title: Premises Manager

Location: Wishmore Cross Academy, Chobham, Surrey

Hours of work: Full time - 40 Hours per week

Reports to: School Business Manager/Academy Principals

Responsible for: Driver/Handyperson, Domestic Cleaner

Job Purpose

- To be responsible to the Co-Principals and Business Manager for ensuring the safe, economic and effective maintenance and operation of buildings and grounds.
- To line manage the premises staff on a day to day basis ensuring workload is fairly distributed and checked and that all staffing issues are properly addressed.
- The Premises Manager and their team must be customer focused and responsive to their needs, and ensure that the estate and facilities are available when required.
- The Premises Manager must ensure that the sites are safe and there is an appropriate environment for students to learn and staff to work.
- The Premises Manager is expected to set and maintain high professional standards at all times and support the School Support Services and the School Business Manager in delivering both an outstanding service to our customers and the vision of the Academies Enterprise Trust.

Key Accountabilities

- **Maintenance**
- Health and Safety
- Security
- Leadership and Management
- Information Technology
- Out of Hours Emergency Call Outs

Key Tasks

Maintenance - day to day

- To use, and support the use of, a Premises Helpdesk system
- To encourage staff to utilise the email request system for all non-emergency repairs to be completed in a timely manner

- Carry out in-house statutory testing including fire alarm systems, legionella temperature readings and PAT testing. Ensure all tests are logged and recorded as complete, through the Handsam system
- Regularly check all electrical fittings and report any defects to the School Business Manager which require specialist repair
- Regularly check all plumbing systems and report any defects to the School Business Manager or if appropriate carry out repairs
- Undertake minor repairs to fixtures and fittings, including desks, tables and chairs
- Report to SLT on resourcing needs in respect of maintenance, security and enhancement of premises to ensure annual budgetary provision is made.
- Subject to H&S regulations, carry out decoration programmes
- Ensure the Academy site is clear of litter, unwanted equipment and rubbish and is in good order, at all times
- Subject to H&S regulations, clean and clear all drains and gullies to ensure effective operation
- Check all outside areas of the Academy, including fences, gates, walls, steps and lighting, report any areas which need specialist attention to the School Business Manager
- Where appropriate, clear leaves, snow, ice, moss and detritus, including the treatment of surfaces with salt etc.
- Ensure deliveries occur in a safe and organised manner and transport goods to appropriate destination
- Collect supplies in order to make emergency repairs

Maintenance - planned

- To support the Senior Leadership Team in the development and delivery of the Premises Development Plan (PDP) and in establishing and managing the facilities annual budget
- To ensure the PDP is used and reviewed on a regular basis
- To support the SLT in implementing developments that the academy would like to undertake, including recommendations from the Fire Risk Assessment
- To provide SLT with regular operational reports and compile premises reports for Governors as required
- To obtain estimates and quotes where needed for any building or refurbishment works

Health and Safety

- To take a proactive role to ensure the estate complies with all current H&S regulations

- To ensure electrical fixed wire and installation testing is carried out and all recommendations are included in the PDP
- ensuring the emergency lighting systems are maintained, tested and certificated
- To ensure all gas equipment and gas installations are maintained, tested and certificated
- To ensure all fire alarms are maintained, tested and certificated, fire logs are kept up to date, all fire risk assessments are in place, reviewed on a regular basis and that all recommendations are included in the PDP.
- To ensure, where necessary, an effective asbestos management plan is in place, which is shared and reviewed on a regular basis.
- To ensure a legionella risk assessment and management plan are in place and reviewed on a regular basis
- To ensure the academy is complying with all COSHH requirements
- To ensure all buildings have current energy performance certificates displayed in the appropriate areas
- To ensure non-compliance reporting systems are in place
- To carry out risk assessments where needed
- To chair H&S committee
- To complete necessary training in MAPA, Restorative Justice Techniques, Nurture Principles, Safeguarding and any other training programmes as deemed necessary in order to ensure the safety of the pupils and staff at all times

Security

- Ensure the site is secure at all times
- Ensure CCTV systems are maintained at all times
- Following advice from the Business Manager, ensure CCTV equipment is used in conjunction with the Data Protection Act (DPA) and the Information Commissioners Office (ICO) code of practice
- Ensure boundary fences, doors, windows and all security items are maintained to a high and secure standard
- Ensure deliveries occur in a safe and organised manner

Leadership and Management

- to lead and manage other members of the Premises Team including task allocation and quality assurance

Information Technology

- to ensure the safe storage of IT equipment
- to work with external IT contractors to ensure continuity of network provision

Out of Hours Emergency Call Outs

- To respond to emergency calls by staff where H&S issues have been highlighted to ensure the safety of all stakeholders.

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 Head teacher
5. 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.
6. Post holder 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

	Essential	Desirable
Qualifications		
Knowledge/Experience	<p>IOSH Managing Safety, or equivalent qualification and relevant experience</p> <p>Experience of premises management, building cleaning or building management</p> <p>Experience of contract management</p> <p>Sound knowledge of building functions</p> <p>Taken responsibility for security of a building with operational understanding of security systems</p> <p>Experience of managing teams</p>	
Line Management	Driver/Handyperson, Domestic Cleaner	
Budget	Budgets agreed annually	
Scope of the Role	Academy Premises and Grounds	

Skills/Abilities	<p>Ability to prioritise and manage time to meet customer requirements</p> <p>To be able to carry out general repairs and instruct others</p> <p>Ability to lift and carry items</p> <p>Ability to follow and comply with instructions on equipment and/or materials usage</p> <p>Willingness to work as part of a team</p> <p>Ability to work to deadlines</p> <p>Ability to manage own work effectively</p> <p>Able to use own initiative</p> <p>Ability to carry out health and safety checks and implement corrective measures and maintain relevant records</p> <p>Ability and willingness to drive vehicles including the Academy minibus</p>	<p>Use of commercial site maintenance equipment</p>
Special Requirements	<p>Willing to work outside of normal hours if required</p> <p>Willing to undertake relevant training</p> <p>Willingness to travel to other academies and attend meetings</p>	

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 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 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 Education

Google 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!

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.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits

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.