Kensington Aldridge Academy



IT Technician

Candidate Information Pack

August 2017

KAA
1 Silchester Road
London
W10 6EX

Dear Applicant,

Thank you for taking the time to find out more about Kensington Aldridge Academy (KAA). This pack is intended to give you information about this exciting role, our school's vision and ethos, and details of our sponsors and partners. Further background information is available in our Prospectus and Sixth Form Prospectus on our website.

KAA is a growing 11 – 18 academy situated in the heart of North Kensington. We opened in brand new buildings in 2014 and our facilities are second to none. We currently have 660 students in Years 7, 8, 9 and 12 with us, and are growing every year. Our Sixth Form opened this year and has made a very successful start.

At KAA we are building a school which has the very highest standards – both in terms of academic teaching and life beyond the classroom. In July 2014 the Department of Education reported we are *"one of the best new academies they had ever seen"* in terms of our planning and curriculum development. In November of that year we were inspected by Miriam Rosen, for HMCI, who wrote *"the academy has made a remarkable start and is already securing highly positive outcomes for students."* We look forward to our first full Ofsted inspection in due course and aim to achieve 'outstanding' in all areas.

Staff at KAA are reflective, committed professionals, willing to do whatever it takes for our students to achieve the very best results. All students are encouraged to continue their education into the Sixth Form and to progress to university. We work closely with our four education partners, Godolphin & Latymer, Charterhouse, LAMDA and the Royal Academy of Dance to achieve this vision, and to give students access to a level of expertise rarely seen in the state sector.

In addition to offering a broad academic curriculum, KAA places particular emphasis on the development of entrepreneurship and the performing and creative arts. Like all Aldridge Foundation schools, entrepreneurship at KAA is about giving students the attributes, ambition and drive to become the business and social entrepreneurs of the future. We will develop students who have a passion for learning and enquiry and the maturity to self-direct their studies, take control of their own futures and make a real difference to the communities they work and live in. Our Kensington Creates business centre, located in the impressive four storey central atrium at KAA, is a major part of our entrepreneurial ethos and a very distinctive part of our academy. As a performing and creative arts specialist academy, we have a commitment to excellence in art, design technology, music, drama, and dance, and we aim to cultivate a broad range of talents in all our students.

This important role represents a unique opportunity to join a new academy with the highest expectations for students and staff, and to help shape the continued growth and expansion of our school over the coming years. Our facilities are world class – the academy is part of the £66 million KALC (Kensington Academy and Leisure Centre) redevelopment of North Kensington. We were very lucky to have had the opportunity to open a brand new school in state of the art buildings, in the heart of one of London's most famous boroughs. The school is now at an exciting stage of its development, and we are looking for talented and committed people who can help take it forward.

As Principal there is no greater priority for me than the recruitment and development of staff. At KAA we are working to build an exceptional school and to do that, of course, we need an exceptional staff team. I understand that I will be asking a lot from the staff, but in return I can promise extensive support and development opportunities, and the space to extend your skills which would be hard to find elsewhere.

If, after reading the enclosed information, you would like to apply, please complete the application form that can be found online at www.kaa.org.uk and return it via e-mail to Lavinia Baboi at recruitment@kaa.org.uk. Information on deadlines is contained on our website. If you have any queries please contact Lavinia or, if you would like to speak with me directly, please call on 0207 313 5800.

I look forward to receiving your application.

David Benson

IT Technician - Job Description

Reports to: IT Manager

Start date: ASAP

Salary: £16,000 – £19,000

The Role

- To support the IT Manager in maintaining the school's curriculum and administration computer network and ensuring its availability.
- To maintain and repair computer and computer related equipment.
- To provide classroom support where IT is used in the classroom.
- To provide technical support for staff.
- To recognise any potential problems for the network and take preventative action
- To maintain all software applications used in school, both curriculum and administrative.
- To help maintain the school's online resources.
- To support the school's management information system
- To provide Audio/Visual technical support for theatre events, productions and assemblies.

Key Responsibilities

Main Areas of Responsibility

- To maintain and keep in good running order, all computer workstations on the school premises.
- To maintain and develop the school's IT infrastructure and provide an efficient and comprehensive IT support service for all system users.
- To ensure the security, confidentiality and integrity of the network.
- To ensure, with external assistance, that hardware and software are installed and that machines are rebuilt where required
- Assist the IT Manager with the development of emerging technologies as appropriate
- Manage media
- Manage printing system and hardware
- Manage digital signage
- Manage booking and delivery of resources such as laptops trolleys and lesson observation systems.
- Ensure data protection procedures are followed and comply with current requirements
- Continuously work to upgrade and improve the school's network infrastructure to provide staff and students with the most effective user experience possible
- To provide support for the student information management system
- To follow administrative procedures and carry out IT 'housekeeping' functions and maintain network records
- To help maintain an accurate asset record of all IT equipment and a log of all software licenses.
- To liaise with staff, set up and assist in the running of assemblies
- To show flexibility and a willingness to undertake various tasks of an "ad hoc" nature that is outside of the scope of your normal duties.

Academy Culture

- Support the Academy's values and ethos by contributing to the wider culture of the school and upholding the KAA core values
- Help create a strong Academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help foster an academy culture and ethos that is utterly committed to achievement
- Support and work in collaboration with colleagues and other professionals in, and beyond the school
- Demonstrate a vision aligned with KAA's high aspirations and high expectations of self and others.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications • Qualified to work in the UK. • Industry recognised diploma or equivalent *Experience* • Experience of delivering customer focused ICT services • A strong technical understanding of ICT systems • Ability to diagnose and resolve technical errors • Ability to provide advice and guidance to users in their use of ICT equipment Skills and abilities • The ability to communicate well, to work as a member of a team, and to have effective working relationships • Sensitivity to school needs • Attention to detail • Verbal reasoning ability • Understanding the latest trends in IT • Awareness of what interests young people in ICT and how they acquire skills • The ability to liaise with internet service providers and other suppliers or contractors in relation to routine matters and fixing simple faults • Good knowledge of the world wide web and the basic range of functions on browsers • The ability to install, test and maintain hardware and software for networks and stand-alone use • The ability to manage maintenance and repair procedures • A willingness to undertake further training and professional development • Knowledge of health and safety requirements	• Knowledge of schools management systems, including the MIS, FMS, classroom management software, IWB software, Chromebooks, eLearning platforms, LGfL • Skills in modern network infrastructure devices including routers, managed switches and current cabling standards • Developing and maintaining IP Telephony (VOIP), Video Conferencing hardware and software • Maintaining unified photocopying and print management services, hardware and software • Knowledge of Wi-Fi technology systems and services, including authentication standards such as Radius and 802.1X • Understanding of scripting languages • Understanding of Helpdesk ticket management systems • Knowledge of Theatre sound and lighting systems

Motivation

- Willing to be fully engaged in the whole life of the school including extra-curricular activities.
- Committed to the personal professional development of themselves and of others.
- Committed to team work and working collaboratively with colleagues.
- A commitment to the safeguarding and welfare of all pupils.

Attributes

- The ability to enthuse and inspire others.
- Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.
- Confidence and self-motivation to work well and be decisive under pressure.
- Genuine belief in the potential of every student.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children. No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, as a member of staff in a start-up academy, Teachers should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.

Kensington Aldridge Academy

Culture & Ethos

One of the distinctive aspects of being a start-up school is that you can define your culture from day one and set the bar sky high. When we opened KAA we had no existing population of students and teachers who were set in their ways – instead we set out our expectations clearly at the start and, because they were followed up with a consistently great 'offer', these expectations have been met. So, when we say that at KAA we walk on the left, or stand up when a visitor enters the room, or love homework, or all attend enrichment, then students comply with this (why wouldn't they?).

As such, our school culture is extremely strong and students and staff alike feel proud to be part of the academy. Students and their immense potential are at the heart of the work we do.

We believe:

- Every child has the potential to excel
- It is through hard work and discipline that success is achieved
- Outstanding support staff and teachers, willing to do whatever it takes, can transform pupils' lives
- We are all learners, and as teachers and support staff we must model the learning behaviour we ask of students
- School should be a caring, safe place where pupils are happy
- Our pupils' parents are our most important partners

Our Sponsors

Lead Sponsor - The Aldridge Foundation

The Aldridge Foundation is an educational charity founded by Sir Rod Aldridge OBE to help young people to reach their potential and improve their communities. To achieve this the Foundation sponsors non-selective community schools (as separate Charitable Trusts or as part of a Multi Academy Trust, Aldridge Education).

The Aldridge Foundation's vision is of a more successful society where young people, irrespective of their background, have the essential skills and entrepreneurial qualities they need to take control of their own lives and contribute to the community around them.

The Aldridge Foundation's goal is that, by the age of 25, all Aldridge graduates will have experienced an outstanding and enjoyable education and be able to sustain the life of their choice. They will be independent, thriving economically and making a real, positive contribution to their communities.

Their belief is that by introducing young people to, and helping develop in them, the core attributes of entrepreneurship, they can provide context and relevance to their learning, foster creativity, resilience, determination and self-reliance. These characteristics lead to the acquisition of further vital skills for adult life.

In academies sponsored by the Aldridge Foundation entrepreneurship provides context for the learning of core subjects and should be integrated into all areas of academy life. The Aldridge Foundation focuses on the development of entrepreneurial qualities, rather than only teaching

business skills. These qualities include passion, determination, risk-taking, problem-solving, teamwork and creativity. Aldridge Foundation academies can also add additional qualities to this core list.

The Foundation and its Academies also work in partnership with local individuals and organisations (charitable, voluntary, commercial, public sector) to develop each Academy as a civic and community asset. Aldridge Foundation Academies are non-selective, free and there are no entrance examinations. Where practical, admissions processes are based on the existing local authority system.

Co-Sponsor – The Royal Borough of Kensington and Chelsea

We are part of another successful family of schools, the Local Education Authority of Kensington and Chelsea, who are our co-sponsors. Kensington and Chelsea are an extremely successful local education authority - some key headlines at secondary level are:

- All KC secondary schools are currently graded 'good' or 'outstanding' by Ofsted.
- In KC secondary schools 80% of students achieved 5+ GCSEs grades A*- C - **which was 2nd nationally (to the Isles of Scilly) of 150 authorities in the UK, and first in London.**
- 75% of A Level papers were graded A*- B in KC schools (compared with just 53% nationally).
  53% of KC students progressed to higher education, compared to 48% nationally – or 300 students (latest published data).

We intend to build on the success of Kensington and Chelsea primary schools, to ensure the significant proportion of our students who arrive with high attainment in Key Stage 2 hit the ground running in Year 7.

The Royal Borough has invested £16 million in the project to assist with the building of the academy, and are also funding a dedicated autism unit within the school, with provision for up to four students each year.

Our Partners

We are lucky enough to be partnered with four elite educational institutions, all of whom are committed to working with our staff and students to realise the full potential of the academy.

Our partners are enhancing our curriculum at KAA and offering students and staff experiences and opportunities that are rarely, if ever, seen in the state sector.

They are:

- Godolphin & Latymer Girls School in Hammersmith
- Charterhouse school in Godalming
- The London Academy of Music and Dramatic Arts (LAMDA)
- The Royal Academy of Dance (RAD)

Our partnerships are evolving and, like all things, it is the **teachers who work at KAA** who really bring them to life. Some specific examples of the partnership work we do with our education partners is below:

- All curriculum leaders at KAA are partnered with a curriculum leader at Charterhouse and Godolphin & Latymer, to support the development of the KS3, 4 and 5 curriculum in their subject. One of the great advantages of KAA is that we opened at the same time as the new national curriculum and new GCSE and A-Level examination systems were launched. This gave our subject leaders the opportunity to align our curriculum with the requirements of the new system from the very beginning of the school. For example, we have a first rate model of 'No-Levels' assessment in KS3, and have engaged closely with the new specifications for GCSE and A-Level. Having the space to think through our curriculum from first principles is an exciting intellectual challenge and Godolphin and Charterhouse are adding real rigour and ambition to our curriculum planning.
- We are working closely with both Godolphin and Charterhouse at Sixth Form and there are both student and staff aspects to this.
- Regular student trips to Godolphin and Charterhouse for sport, music, debating etc.
- We are one of a small group of schools piloting the LAMDA Schools Award, a national qualification in public speaking, which carries UCAS points, which all KAA students will take at the end of KS3.

Facilities

The academy is a locally run, non-selective, co-educational state school for the local community in North Kensington. We are very proud to have opened in a brand new building that provides students with a world-class learning environment.

Distinctive features of our building include:

- A professional theatre
- Our own sports hall and dance studio
- A safe, enclosed rooftop football / sports pitch
- Specialist performing and creative arts classrooms for drama, art and performing arts
- Two music rooms and a professional recording studio
- State of the art design technology rooms, including Graphics, Resistant Materials, Food Technology and Textiles
- Flexible IT spaces – giving students safe access to the right technologies
- Three libraries
- Spaces for students to present and exhibit their creative/practical work to develop entrepreneurial attributes in an authentic context
- Access to the brand new Kensington Leisure Centre and swimming pool next door to the academy

We are extremely fortunate to have these facilities and will put them to the service of our students. However, we know the building alone is not the answer; it is the school's values, our strong ethos, and our focus on curriculum, assessment and teaching and learning that will be the keys to our success.

A commitment to equal opportunities

KAA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and the community and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

Staff benefits

- Discounted membership of the brand new Kensington Leisure Centre.
- Significant professional development opportunities through our own training programme, our partners and the professional networks we train with (Princes Teaching Institute, Uncommon Schools, ARK Schools).
- Two week half term in October.
- Chance to lead the creation of an outstanding school.

Terms and conditions

The school governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment and excellent performance in line with the academy's pay policy. We want to compete for the best staff and offer attractive pay and conditions and career development opportunities to do so. Salaries will be based on experience, qualifications, and the scope of job and the level of responsibilities. We operate our own terms and conditions, which broadly mirror national pay and conditions.

Our location

Situated in the heart of North Kensington, Kensington Aldridge Academy is positioned in one of the most exciting and sought after parts of London. With Portobello Road, home to the famous Portobello Road Market, close by; there are plenty of bars, restaurants, shops and pubs to choose from. We have excellent transport links: just three minutes from Ladbroke Grove tube station, and within easy walking distance of Holland Park and Notting Hill stations, and many local bus routes.

Response

We very much regret that we are only able to inform short listed candidates of the outcome of their application.

If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

If therefore, your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at Kensington Aldridge Academy as and when they are advertised.

BIOGRAPHIES

David Benson – Principal



David is Principal of Kensington Aldridge Academy. He was appointed in March 2013, and has been in post full time since September 2013.

Prior to this role David worked for ARK schools, one the UK's leading academy chains, for 8 years. He worked first at Burlington Danes Academy, a turnaround school, and then Ark Academy in Wembley, a start-up which - just like KAA - opened in new buildings with initially just Year 7.

At Burlington Danes, David was part of the leadership team which turned the school around, raising attainment from 35% 5 A*-C at GCSE (inc. EN & MA) in the year he joined to 75% in the year he left. He worked closely with Dame Sally Coates, the Principal at BDA, to deliver this improvement.

In 2009 he was promoted within ARK to be a founding Vice Principal at Ark Academy. Along with Delia Smith OBE, the Principal, David led the planning and set-up of that school: recruiting the staff and students, inducting them, and planning the systems and structures that would underpin the school's success. The school opened to Year 7 in September 2010, and was judged "outstanding" by Ofsted in its first year. It is now in its seventh year and continues to go from strength to strength. As VP in charge of Assessment & Curriculum and Teaching & Learning, David was instrumental to both the school's initial success and then to maintaining its high standards as it grew.

The assessment and tracking system David developed at Ark Academy has been recognised as a model of best practice and has now been implemented across all ARK schools (and in some others). In his final year at Ark, David took on the role of ARK Network Lead for Assessment alongside his VP responsibilities, undertaking school improvement work in other ARK academies for one to two days each week. David has co-authored a book about the leadership and management of teaching & learning and assessment, 'Creating Outstanding Classrooms' (Routledge 2013), and edited a set of case studies which describe the process of opening a new school and leading it to outstanding (http://arkacademy.org/case-studies).

Anna Jordan – Senior Vice Principal – Assessment & Curriculum



Anna is Vice Principal in charge of Assessment and Curriculum. She was appointed in December 2013 to take up the post from April 2014.

Prior to this role, Anna was Assistant Headteacher at Blessed Thomas Holford Catholic College (BTHCC), an 11-18 school in South Manchester. Before taking on this role she was Head of Maths at the same school. BTHCC has been judged 'outstanding' by Ofsted in three consecutive inspections, most recently in 2013. It is a nationally recognised as a centre of excellence and has Teaching School status.

At BTHCC role she was responsible for leadership training and the coordination and development of the middle leaders within the school. Through the school improvement work BTHCC engaged in, Anna designed and delivered leadership and coaching programmes for school leaders across the North West. As a Future Leaders participant she has also

supported other schools nationally in developing the quality of their teaching and the structure of their curriculum.

As a Head of Mathematics Anna transformed the department's GCSE results: improving them from 55% to 81% A*- C over four years. Throughout her career she has been passionate about developing innovative approaches to teaching and learning within Maths. In conjunction with the National Centre for Excellence in Teaching Mathematics and Mathematics in Education and Industry she developed new approaches to teaching the subject which have now been shared widely with other schools. She has supported many schools in the development of their Mathematics curriculum and teaching through her work within the SSAT and PiXL networks.

Rob Pavey – Vice Principal – Sixth Form



Rob is Vice Principal and Head of Sixth Form at KAA. He was appointed in November 2015 and took up the post in January 2016.
Rob received a first-class degree in languages from Oxford, before completing seven years in the British Army, rising to the rank of Major. He then left the army to train as a teacher. He has held a number of leadership positions – for example Head of Modern Languages at Lancing College and Head of Sixth Form at Magdalen College School (MCS), Oxford. He has also worked at Dulwich College.

Rob has therefore seen, first hand, how the very top independent schools in the UK operate, and has detailed knowledge of what students need to do to secure top grades at A-Level and progress to Russell Group universities. The Sixth Form he has run at MCS for the last three years has been consistently in the top five schools in the UK for A-Level results.

He has, through his work in the Army and the community projects he is involved in, a wide breadth of experience and the personal qualities that are needed to see that this very distinctive project is a success. At KAA we are building a state sixth form offering excellent education, free at the point of delivery, to students from our wonderful community, irrespective of their backgrounds or family income.

Basda Malik – Assistant Principal – Behaviour & Safety



Basda Malik was appointed in March 2014 and took up this post in June 2014.

Basda was previously Assistant Director of Learning at Bishop Douglass Science School. He was been appointed there when it was underperforming and was part of the leadership team that led the school to become a 'Most Improved' schools with the progress achieved by students in the top 10% in the country.

Basda has worked in various roles including Lead Teacher of History, Highly Able Coordinator, Director of Studies and Key Stage 4 Coordinator. His lead in history supported the department in doubling their results, with significant numbers achieving A/A* As Key Stage 4 Coordinator, Basda played a lead role in developing a framework that supported and challenged heads of years to enable them to be considered "Outstanding".

Rebekah Spalding - Assistant Principal - Teaching & Learning.



Rebekah joined KAA in August 2014 as Lead Teacher of Art and was promoted to AP Teaching & Learning in her first year. Within her department she has developed an exciting and engaging curriculum based upon contemporary art which is leading to a love of the subject from all students and great progress over KS3. As AP T&L she has worked closely with middle leaders and all teachers to create a widespread understanding of what makes great teaching at KAA and has had great success at developing teachers to "outstanding" – either through her own mentoring or the systems she oversees.

Prior to her role at KAA Rebekah was Head of Art at St. George's RC School, an 11 - 18 school in Maida Vale, London. St George's has been judged Outstanding in its last two Ofsted judgements. The Art GCSE results in 2014 where 89% A* to C, with 18% of students being awarded an A*. Rebekah played a key role at St. George's RC School, increasing the number of A-Level students gaining an A to C grade by 41%.

Mark Harris – Finance Director



Mark joined KAA in July 2016 as Finance Director responsible for all of the back office functions of the school comprising Administration, Facilities Management, Finance, HR and IT.

Prior to joining KAA, Mark worked at BG Group, a FTSE Top 25 oil and gas company. After training as an accountant, Mark held a number of senior management roles, most recently in global shared services where he had responsibility for the global employee service desk, HR systems and payroll as well as driving through process efficiencies in global accounts payable.

LIFE AT KAA













