



CANDIDATE INFORMATION BROCHURE AYLWARD ACADEMY

To inspire young people to make their best better



November 2016

Dear Candidate,

Thank you for your interest in the Curriculum and Assessment Manager role at Aylward Academy. We are passionate about ensuring that, individually, we are continually improving and challenging ourselves and as an academy, striving towards our vision 'To make our best better' and become a great school.

Aylward is a community academy based in a deprived area of North London. Since its foundation in 2010 it has dedicated itself to the education of young people from the local area, driving the Value Added score up to 1029. There is now a waiting list for year 7 entrants and the sixth form has grown from 30 to just under 300.

The academy opened in 2010 with an Ofsted notice to improve and in an extremely short time were graded good in a 2012 inspection. The most recent inspection conducted in the summer of 2016 confirmed the school continues to be good whilst also identifying outstanding features.

In 2012 the Ofsted report confirmed that, "Students are well motivated in their learning and their behaviour is good". It also stated that, "Teachers plan well-structured lessons in line with students' abilities and this adds to their enjoyment of learning".

We place learning at the core of everything we do at Aylward Academy. We have a committed and highly skilled staff and Governing Body who are dedicated to ensuring that all students achieve the best possible outcomes in their academic qualifications as well as their personal development.

Aylward Academy is part of Academies Enterprise Trust network of 66 primary, special and secondary academies. We are passionately committed to inspiring children and young people. We firmly 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.

We warmly invite you to look at our website and read through the information about what we do our achievements both inside and outside of curriculum time and the other accolades the academy has achieved.

Key data including the Self Evaluation Form and Ofsted reports can be found under the "Key Information" tab on the academy website. You are encouraged to visit the academy for a tour.

Aylward Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours sincerely

The Talent Team

Aylward Academy

At Aylward Academy, our objective is to provide all students with a first class education. Why? Because we believe that a solid education is vital in today's world. We recognise that every student has different needs and that it's our job to meet them. We not only educate students about life, we prepare them for life. Whatever a student's ambition, we will give them the best possible start.

Central to an outstanding academy is having teachers who are outstanding. We hope that you will find out as much as possible about Aylward Academy from this brochure and our website and look forward to receiving your application to join an academy that has moved from Special Measures to Good in just over two years.

Key Priorities to becoming a Great School

- Excellent attainment at KS4 and KS5 as well as achievement
- Excellent provision for life beyond school
- Strive for an outstanding curriculum which is based on the balance of academic, vocational and persona curriculum
- Strive for excellent pastoral support with particular emphasis upon the emotional challenges which students can encounter
- The most safe and most welcoming environment
- Continuous celebration of equal opportunities, diversity and respect for each other
- All at Aylward are engaged achievers
- Excellent relationships between all e.g. student to staff, student to student, staff to staff

Job Description

Post: Curriculum and Assessment Manager

Responsible to: Principal

Responsible for: Exams and Cover Manager; Data, Exams and Cover Administrators

Job Purpose: Take ownership of and manage all aspects of the academy's data and exams handling processes and procedures in a manner that will improve the efficiency and quality of data capture and presentation to all academy staff and, ultimately, assist in raising student outcomes. To manage the exams and cover processes and procedures.

General Data Management Duties

- To oversee the use of data collection software to ensure that pupil progress data is up to date, and shared with all staff, parents and pupils as set out in the Assessment Recording and Reporting policy of the academy
- To maintain a system of analysis tools and presentations of accurate analyses for various audiences and purposes to ensure that pupil progress is effectively monitored
- To manage the downloading of external reports and analyses of the academy from appropriate sources, and to provide presentations which highlight and summarise issues to a variety of audiences, including, middle leaders, classroom teachers, parents and pupils as appropriate
- To ensure the production of reports and pupil data profiles are available and accurate in line with the academy's A, R&R policy.
- To produce the academy Census and other statutory returns accurately and on time.
- To review, refine and develop such systems of pupil data tracking and analysis, timetabling and timetabling resources to ensure a continuously improving and effective service to the academy and its users
- To provide analysis of all public examination and test results in a variety of formats to meet internal and external needs, accurately and on time
- To maintain all aspects of the academy's MIS, including Progresso modules, providing advice and training on access, development and safe use.
- To lead on the academy's data collection and reporting systems, ensuring systems are robust, accurate and maintained
- To maintain high quality communications with colleagues of the service to ensure its continued success and advancement
- To work within the academy's Equal Opportunities policies adhering to this at all times

- To maintain systems to ensure that student progress is measured, tracked, and issues raised with appropriate managers and leaders. To liaise with key staff where appropriate
- Manage the annual and on-going admissions for new students liaising with appropriate staff to provide and receive all necessary data
- To provide Information, Guidance and Support in completing data returns, ensuring appropriate and relevant adapt information is available to all staff, and analysis tools are provided which allows clear interpretation and intervention opportunities to be initiated
- Train internal staff to required competency in technical subjects (e.g. MS Office, SIMS, timetabling (Progresso and/or NovaT6))

Curriculum, Review and Development:

- Under the direction of the Principal, to construct an annual timetable ensuring compliance with relevant policies, procedures and contractual requirements to maximise pupil achievement and enhance teaching and learning within the academy
- To keep abreast of current developments in relation to 11-19 agenda nationally, and in developments relating to data analysis and timetabling specifically
- To maintain timetables and update or amend as needs arise, ensuring accurate timetable information is available on the academy's MIS and is communicated to relevant staff and made accessible to deliver the academy's curriculum
- To lead on the monitoring and evaluation of the timetable provision across the academy, and to advise the Principal accordingly of any staffing or budgetary impact
- To ensure that students are provided with the highest standards of timetabling, staffing, rooming and resources to meet their learning needs

Assessment, Reporting and Recording:

- To ensure that systems are in place to collate and analyse pupil attainment data in line with whole academy policy
- To ensure that staff, parents and pupils are provided with useful and accurate data to ensure that interventions can be targeted effectively, and that information regarding progress is clear and understandable
- To ensure that the academy has a systematic data storage and access system for pupil data and examination results
- To maintain a database of staff loadings, curriculum analysis and staffing budgets for internal and external analysis
- Advise and assist on usage of performance tables and other key websites e.g. Raise, FFT, to ensure the best outcomes for students
- Create and maintain the calendar of school events and directed time liaising with stakeholders as appropriate

Exams and Cover

- Line management of the academy exams and cover processes

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/Line management.
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. 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

E = Essential D = Desirable A = I = Interview T = Test
Application

	Experience	
E	Proven interpersonal skills with colleagues, students and parents	A/I
E	Broad and flexible administration experience with attention to detail and accuracy	A/I
E	Working in an environment that included taking own initiative and self-motivation	A/I
D	Working within a school environment and knowledge of the education system.	A/I
E	Experience of prioritising work and demonstrable time management skills	A/I
E	Some experience of managing and directing the work of other staff	A/I

	Qualifications & Knowledge	
E	Excellent knowledge of ICT applications linked to data tracking and manipulation – in particular Excel	A/I
E	Knowledge and detailed understanding and application of Progresso and/or SIMS or preparedness to train in these packages	A
E	Experience of using performance data to support the evaluation of projects and work	A
E	Knowledge of the range of assessment data available to schools	A
E	Understanding about how data can drive improvement	A
E	Understanding of and commitment to Equal Opportunity issues within the workplace	A

E	Expert knowledge of the creation, maintenance and interrogation of a MIS	A/I/T
E	Applied knowledge of Data Protection legislation	A/T




	Skills & Abilities	
E	Very good communication and interpersonal skills both orally and in writing with adults and young people	A/I
E	Very high level of ICT competence and confidence	
E	Excellent analytical skills and the capacity to see trends and patterns	A/I
E	The capacity to empathise with staff who find interpreting data difficult and to support them with this work	A/I
E	Adaptable and self-motivated with the ability to work under pressure	A
E	Ability to manage conflicting priorities	T
E	Able to construct, maintain and amend academy timetable	I/T

	Personality, Social Skills & Disposition	
E	Ability to work with confidential information in a discreet and sensitive manner	A/I
E	Willingness and ability to work flexibly and collaboratively as required to meet changing service needs	A
E	Excellent project management skills	A
E	Excellent time management skills	A/I
E	Excellent administrative skills	A/T
E	The ability to work with a high degree of accuracy to tight deadlines	A
E	The capacity to take initiative and direct and manage own workload	A/I

Our Academies

AET has a number of academies located across England.



-  Primary Academies
-  Secondary Academies
-  Special Academies

North

Academy	Location	Opened	Age Profile
Caldicotes Primary Academy	Middlesbrough	April 2013	3-11
Cottingley Primary Academy	Leeds	December 2012	3-11
Feversham Primary Academy	Bradford, West Yorkshire	November 2012	3-11
Firth Park Academy	Sheffield	August 2013	11-16
Hall Road Academy	Hull	September 2012	3-11
Hillview Academy	Middlesbrough	September 2014	11-18
Kingswood Academy	Hull	July 2013	11-16
Meadstead Primary Academy	Barnsley	June 2013	3-11
Newington Academy	Hull	September 2012	3-11
North Ormesby Primary Academy	Middlesbrough	October 2012	3-11
Shafton Primary Academy	Shafton, Barnsley	December 2012	4-11
St Helen's Primary Academy	Barnsley, Monk Bretton	December 2012	3-11
Swallow Hill Academy	Leeds	July 2013	11-18
The Green Way Academy	Hull	September 2012	4-11
Unity City Academy	Middlesbrough	September 2013	11-16

London and South East

Academy	Location	Opened	Age Profile
Aylward Academy	London	September 2011	11-19
Bexleyheath Academy	Bexleyheath, Kent	September 2011	11-18
Charles Warren Academy	Milton Keynes, Buckinghamshire	September 2012	4-11
Kingsley Academy	Hounslow, Middlesex	April 2013	11-18
Newlands Academy	London	September 2013	11-16
Nightingale Academy	London	September 2010	11-19
Noel Park Primary Academy	London	September 2012	3-11
Richmond Park Academy	London	September 2010	11-16
Sir Herbert Leon Academy	Milton Keynes, Buckinghamshire	September 2012	11-19
St James the Great Primary Academy	East Malling, Kent	April 2012	3-11
Trinity Primary Academy	London	September 2012	3-11

East

Academy	Location	Opened	Age Profile
Ashingdon Primary Academy	Ashingdon, Essex	September 2011	5-11
Clacton Coastal Academy	Clacton on Sea, Essex	September 2009	11-19
Columbus School and College	Chelmsford, Essex	May 2012	3-19
Felixstowe Academy	Felixstowe, Suffolk	September 2011	12-19
Greensward Academy	Hockley, Essex	September 2008	11-18
Hamford Primary Academy	Walton-on-the-Naze, Essex	April 2012	5-11
Langer Primary Academy	Felixstowe, Suffolk	May 2012	3-11
Maltings Academy	Witham, Essex	September 2008	11-18
New Rickstones Academy	Witham, Essex	September 2008	11-18
Pioneer School	Basildon, Essex	June 2012	3-19
Plumberow Primary Academy	Hockley, Essex	September 2011	5-11
Tendring Technology College	Frinton-on-Sea, Essex and Thorpe-le-Soken, Essex	September 2011	11-19
Westerings Primary Academy	Hockley, Essex	September 2011	4-11

Midlands

Academy	Location	Opened	Age Profile
Anglesey Primary Academy	Burton on Trent, Staffordshire	December 2012	4-11
Beacon Academy	Loughborough, Leicestershire	December 2012	4-11
Cordeaux Academy	Louth, Lincolnshire	December 2012	11-18
Four Dwellings Primary Academy	Birmingham	January 2013	3-11
Four Dwellings Academy	Birmingham	March 2013	11-16
Greenwood Academy	Birmingham	January 2013	11-16
Lea Forest Primary Academy	Birmingham	December 2012	3-11
Montgomery Primary Academy	Birmingham	October 2012	3-11
North Thoresby Primary Academy	Lincolnshire	July 2013	4-11
Percy Shurmer Academy	Birmingham	September 2012	3-11
Tamworth Enterprise College	Tamworth, Staffordshire	September 2012	11-16
The Rawlett School	Tamworth, Staffordshire	September 2012	11-16
Utterby Primary Academy	Lincolnshire	July 2013	4-11

South and West

Academy	Location	Opened	Age Profile
Barton Hill Academy	Torquay, Devon	September 2012	3-11
Broadlands Academy	Keynsham, Bristol	December 2012	11-16
Brockworth Primary Academy	Gloucester, Gloucestershire	September 2012	4-11
Everest Community Academy	Basingstoke, Hampshire	September 2011	11-16
Hazelwood Academy	Wiltshire	June 2013	3-11
Millbrook Academy	Brockworth, Gloucestershire	January 2012	11-18
New Forest Academy	Holbury, Southampton	September 2012	11-18
Offa's Mead Academy	Chepstow, Gloucestershire	September 2012	4-11
Ryde Academy	Isle of Wight	September 2011	13-18
Sandown Bay Academy	Isle of Wight	September 2011	11-18
Severn View Primary Academy	Stroud, Gloucestershire	September 2012	4-11
The Ridge Academy	Cheltenham, Gloucestershire	September 2012	5-11
Winton Community Academy	Andover, Hampshire	November 2012	11-16
Wishmore Cross Academy	Woking, Surrey	September 2012	11-16



Mission Statement

To inspire young people to make their best better.

Vision Statement

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;

For further information about Academies Enterprise Trust please visit our website www.academiesenterprisetrust.org or contact recruitment@academiesenterprisetrust.org to answer any questions you may have.



A commitment to training and personal development

As we head further into the 21st century and all schools and academies come to terms with the ever changing face of the workforce, leadership and management of professional development is at the very top of AET's agenda. We firmly believe that personal and professional growths are key factors in staff's perception of their worth to an organisation and consequently in how much additional effort they are prepared to put into that organisation.

The aim, therefore, of the team leading CPD across AET is to facilitate the design, co-ordination and monitoring of coherent and effective development activities and training programmes that address the challenges and barriers facing each academy and embed training and development as the central component of workforce development and school improvement.

Our vision for our academies is to develop a learning-centred culture with the entire school workforce, including both teachers and educational support staff, giving the same attention to the design, delivery and monitoring of their professional development as is given to the teaching and learning of students. Indeed, for our academies to continue to improve, teachers and other adults need to feel that their learning and development is just as important as the students'.



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 through Sodexo to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- AET JTRS Apple Product Store – AET employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- Halfords – Gift Vouchers are available to purchase with a 10% discount for AET employees, students and families.
- Halfords Autocentres – AET employees are eligible to receive a range of discounts on their motoring costs, such as MOT's, servicing and repairs.
- EAG Essex Auto Group – AET 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.
- EPCIS (Employee Personal Computer Initiative Scheme) – this is a HMRC approved scheme which allows you to purchase a Training Package which includes a high specification computer from a selected range. Your payment is deducted from your gross salary before you are taxed.
- Life Assurance
- Pension

Health and Wellbeing

- Edenred Travel Club – this provides all AET employees with discounts and special offers on holidays all over the world.
- Halfords Cycle to Work – this scheme allows eligible employees to purchase a cycle tax efficiently through their employer, with deductions being made from the employee's salary before Income Tax and National Insurance are applied. The repayment of the cycle will be over a 12 month period.
- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of AET a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – AET Solutions 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.

- Westfield Rewards – Employees who have Westfield Health qualify to receive discounts at over 200 High Street and online stores, such as ASDA, Boots, Debenhams, House of Fraser and M & S.
- Virgin Active – AET employees can obtain a corporate discounted membership. Virgin offers a range of therapy and wellbeing treatments where the costs can be claimed for under their Westfield Health annual benefit allowance.

Academies Enterprise Trust Professional Services Team

AET academies are supported by the Professional Services Team, who work closely with the academies to deliver AET vision to make our best better.

AET's fundamental philosophy is to 'build the capacity and pace of leaders at all levels of the academy to take responsibility for their own academy's (phase or aspect) continuous and sustainable improvement. It is not the role of AET Professional Services officers to instruct academy-based staff, on the, what or the how of doing their jobs. It is the responsibility of AET Professional Services staff to challenge, support and monitor the progress and development of the academy-based services:

- Regional Managing Director engagement
- Leadership development
- CPD for the whole school workforce
- Ofsted guidance and support
- Maturity Matrices
- English and Literacy
- Mathematics and Numeracy
- Facilities (including Security, Health and Safety)
- Resident Ofsted Inspector
- Finance
- Human Resources (including recruitment and retention)
- Learning Technologies
- Data and Information
- ICT Infra-structure
- Community Sports Development
- PSHE Education and CEIAG support
- Community Learning
- Marketing and Public Relations
- Governor Training
- Special Educational Needs and Disabilities
- Partnerships including apprenticeship programmes
- Teaching School Network

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.