



**Lea Forest
Primary Academy**
To make our best better



**Academies
Enterprise Trust**
To make our best better

Lea Forest Primary Academy



CANDIDATE INFORMATION BROCHURE



We inspire young people to make their best better

June 2017

Dear applicant,

Welcome to Lea Forest Primary Academy and thank you for your interest in our school. I am enormously proud and privileged to serve the children and families of this community as the Headteacher. Lea Forest is a happy, warm and nurturing environment for all within it and every member of our team is striving towards creating the outstanding school that our families deserve.

Ours is a very special learning community of 448 pupils, filled with dedicated and talented staff, where all students, whatever their ability and background, will flourish. We work hard and care enormously about our pupils. We serve an area of high socio-economic deprivation which brings along with it many challenges, as well as massive rewards. Every day at Lea Forest Primary Academy is different and we pride ourselves on the difference that we make each day to the lives of the children we serve. If you are the type of person who is passionate about helping each and every child, has a positive outlook, shows bags of resilience in the face of challenge and wants to inspire children and young people through fun and engaging learning activities then you will fit right in as part of our team.

The staff at LFP are our greatest resource and we will nurture and develop you throughout your career. Being part of the Academies Enterprise Trust means every employee at every level is able to access tailored CPD and opportunities to work across the group as they progress. Please read our staff profiles for more information on how this is happening right now for members of my team.

We warmly welcome visitors and hope that you will come and see for yourself just what we are about and whether or not working here is right for you.

Thank you for your interest in our school; we can't wait to meet you!
Hilary Thompson (Headteacher), the staff team and our management board





Lea Forest
Primary Academy
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Welcome to Lea Forest Primary Academy

Our aim is 'to inspire young people to make their best better'.

We are proud to serve the community of Kitts Green in Birmingham as a large 2 form entry with 448 pupils on roll. As a team we as celebrate in being:

- Rated a 'Good' school in every area by Ofsted (November 2016).
- A Midlands hub school for EAL Online Learning
- Designated a Forest School.
- A richly diverse community with students speaking more than 30 home languages.
- A leading primary school in our trust – Academies Enterprise Trust.

We are a school where the atmosphere is calm and children try their very best in an environment where staff care for them. Our core purpose is clear:

- We believe in **Learning Ahead of All**, giving every child the very best education.
- We believe in **Strength in Diversity**, celebrate our different cultures with a real sense of community.
- We are an **Open Doors Academy**, with approachable staff, helping our students to progress on to the best schools, colleges and apprenticeships.

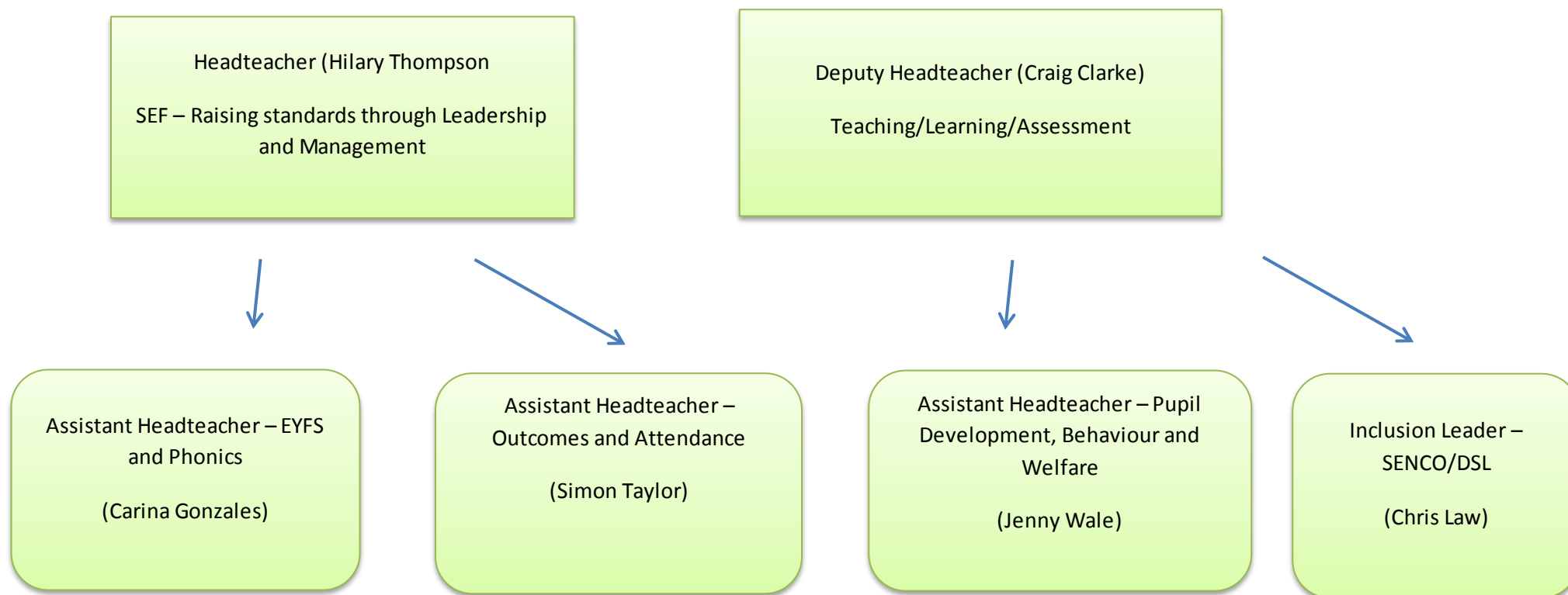
Our School Values are:

- We want our children to have **High Aspirations**
- We want our children to be **Innovative**
- We want our children to be **Independant**
- We want our children to be **Respectful**
- We want our children to be **Resilliant**

Sprint to Outstanding - Vision Statement:

At Lea Forest we are all responsible for having high expectations and being resilient, respectful, innovative and independent. Through doing this we will achieve an outstanding primary education for all; instilling lifelong skills for an ever changing world.

Our Senior Leadership Team Structure (2016/2017)



What our staff say:



Craig Clarke
(Deputy Headteacher)

After twelve years of teaching experience at a Birmingham LEA school, I joined Lea Forest Primary Academy in September 2015 as an Assistant Headteacher with responsibility for Teaching, Learning and Assessment. I was completely immersed right from the start in the academy's passionate drive to improve. In September 2016 I was promoted to Deputy Headteacher, still with the focus on driving forward Teaching, Learning and Assessment across the academy. In a short space of time, I have seen huge improvements in every aspect of the academy. In our most recent Ofsted inspection, inspectors commented on the high standards we set and how passionate we are about learning and catering for every individual child. Pupils are respectful and have high aspirations of themselves. The curriculum is exciting and fun, allowing the pupils to be innovative, resilient and independent. The dedicated staff, the passionate community, and, above all, the inspirational pupils, make Lea Forest Primary Academy a truly special place to work. Working as part of Academies Enterprise Trust (AET) has been most beneficial and I feel very supported in my career development. AET offer many opportunities for training and development at all levels. Lea Forest Primary Academy has an exciting future ahead, and I am looking forward to working with the fantastic team we have to further develop the academy and getting the well deserved Outstanding grade from Ofsted. Lea Forest is a great place to work with everyday bringing a new exciting challenge.



Rachel Ward

(Year 2 Teacher and Maths Subject Lead)

I embarked on my teaching career in 2011 and successfully completed my NQT year in 2012 at Lea Forest Academy. Throughout my time at Lea Forest I have been given opportunities to attend a variety of courses and opportunities to observe outstanding teaching. I have also been coached by an outstanding teacher which was valuable in supporting me in achieving my target of extending more able writers.

In September 2015 I took on the role of maths coordinator. During my first year in this role I was coached through completing different monitoring activities and completing data analysis. I now feel empowered in my role as maths coordinator.

I absolutely love teaching the children at Lea Forest – it's a great place to work!



Maria Allcroft

(Year 6 Teacher and Science Subject Lead)

I began my training at Lea Forest Primary Academy in 2014 through the Schools Direct course with Birmingham University. During my training, Lea Forest Academy gave me the opportunity to be placed with children from Reception and Year 6, giving me a wide-variety of teaching skills which I could learn to adapt and implement in a range of different ages and situations. Their training was clearly tailored to my needs and personal aims, enabling me to develop confidence in the classroom environment quickly. My mentor was accessible and supportive, as were all staff throughout this initial training period. Following my successful qualification, I was then employed by Lea Forest Academy where I have been a year 6 teacher for the past 2 years. As an NQT, I found the level of support remained strong not only through SLT members, but also from my year group partners and teaching

assistants. Being given the opportunity to teach in a key year group so early on in my career was an amazing experience that I feel grateful to have had; it was the support of Lea Forest Academy that gave me the confidence to accept the role and complete my NQT year in a year where uncertainty of SATs across the country was prevalent. Throughout my first year of teaching, I was given many opportunities to visit other teachers and schools within the AET alliance, as well as benefit from the exemplary practice of other teachers within the academy. The feedback and support I received following observations allowed me to go from strength to strength as an NQT. I am now in my third year at Lea Forest Academy; following the successful completion of my NQT year, I have been given the opportunity to lead a small science project which is being implemented across KS1 and KS2. With the support of experienced mentors, I am able to implement this project to the same high-standards that the rest of the Lea Forest team show consistently. I look forward to developing my role and gaining more valuable experiences within the Academy in the future.



Job Description

Job Title	Reception/Admin inc trips and educational visits
Hours	8.00 – 16.00 (37.5 hours)
Reports to	Office Manager
Responsible for	Reception, Admissions, General Clerical
Liaison with	Business Manager, SLT, Office, Staff, Parents
Job Purpose	To carry out reception and clerical duties connected with the parents, staff and pupils, in order to help maintain the efficient running of the school.
Principal Accountabilities	Reception Duties Educational Visits Letters

Duties	<p>Reception Duties</p> <ul style="list-style-type: none"> • To be first point of contact for visitors to the school, extending a warm welcome to callers – including parents, visitors, contractors and delivery staff. • To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on of messages when required • To monitor the school email account, responding to enquiries or forwarding messages to the correct recipient as required. • To open and distribute incoming mail. • To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary • To monitor entry systems for the main gate and reception area • To complete appropriate safeguarding checks for visitors and issue passes to visitors with reference to the school's child protection policy. • To ensure that contractors sign in • To provide information regarding the schools safeguarding policy and procedure to all visitors <p>Outings and Events</p> <ul style="list-style-type: none"> • Make arrangements for outings, receiving quotes, booking coaches and tickets and sending out relevant paperwork and forms to parents. • Prepare letters to parents regarding visits • Preparing First Aid kits for party leaders to take on outings. • Manage After School Sports Clubs • Help where necessary with arranging sports days, special events, etc. <p>Clerical/Administrative</p> <ul style="list-style-type: none"> • Word processing routine correspondence and standard letters, flyers and notices as required by the SLT.
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	<ul style="list-style-type: none"> • Production of School Newsletter • Arranging delivery of received orders to the correct recipient. • Maintain and update Progresso records as appropriate • Ensure milk and fruit are ordered. • Managing the conference room bookings. • Arranging visits of photographer • Produce returns required by DfE and LA, including Census • To ensure registers are taken to the assembly point in the event of the fire alarm sounding
General	Miscellaneous <ul style="list-style-type: none"> • Distribution of outgoing letters, newsletters, LBS leaflets etc.. • Contact parents using text to parents and telephone • Responsible for provisions and providing refreshments as appropriate for visitors.. • To support and implement the school's Safeguarding Policy and practices in all respects and regards. • Perform any other duties as may be reasonably requested from time to time by the Headteacher or SLT. • To be aware and support the school's commitment to equal opportunities. To ensure a commitment to equal opportunities in all aspects of practice. • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person. • Carry out all duties with regard to the school's policies and codes of conduct. • Participate in training and other learning activities as required and to participate in appraisal and professional development. • Set high expectations of conduct, whilst acting as a good role model for others. • Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

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/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.
7. 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

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Good reading and writing skills. • GCSE English or equivalent • Successful experience of administrative work and dealings with children. • Ability to count and undertake complex calculations. GCSE Maths or equivalent 	<ul style="list-style-type: none"> •
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • High standard of written English, including good technical skills • Working knowledge of appropriate school policies and procedures. • Ability to write concise and clear letters, messages and reports which communicate a positive and professional tone • Excellent organisational skills. 	<ul style="list-style-type: none"> • Experience of all relevant process and procedures relating Educational Visits both internal and external • Experience ParentPay system

		<ul style="list-style-type: none"> • Understand the importance of Health & Safety. • Understand and implement the academy's Safeguarding and Child Protection policies and procedures. • Understand procedures and legislation relating to confidentiality and apply them. 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • None 	
	Forward and strategic planning	N/A	
	Budget (size and responsibilities)	N/A	
	Abilities	<ul style="list-style-type: none"> • Ability to maintain a professional and helpful relationship with visitors to the academy. • Ability to use word, excel and wide range of financial and administrative IT packages. • Ability to 	

		<p>learn new systems and technologies quickly..</p> <ul style="list-style-type: none"> • High standard of spoken English, including correct use of grammar. • Understand and implement the academy's behaviour policies and procedures • Ability to exchange complex verbal information clearly and sensitively • Ability to make decisions • Ability to make a distinctive contribution to the work of a team. • Ability to remain calm under pressure. • Ability to be flexible. • Ability to plan and manage own time effectively. • Demonstrate a creative approach to work. • Ability to resolve 	
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		<p>complex problems independently.</p> <ul style="list-style-type: none"> • Understand the academy policies of Health and Safety, First Aid 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Ability to negotiate effectively to achieve best outcomes. • Ability to manage difficult or controversial exchanges, questioning and challenging where appropriate • Seek support to overcome communication barriers with children and adults. • Establish effective relationships with those working in and with the academy • Ability to establish rapport and respectful and trusting relationships with all staff, Governors and children. • Contribute to the development 	

		<p>and implementation of effective systems to share and safeguard information and suggest ways to improve.</p> <ul style="list-style-type: none"> • Demonstrate a commitment to equality • Demonstrate a clear commitment to develop and learn in the role. • Ability to effectively evaluate own performance. • Ability to transfer new knowledge to the workplace. 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as 	<ul style="list-style-type: none"> •

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Academies Enterprise Trust

Academies Enterprise Trust is a network of 66 schools (Primary, Secondary and Special) across England.

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 pupils 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 pupils.
- 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.
- Westfield Health – The Group 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.



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

The 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. The 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. The 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.