



The Shared Learning Trust

THE CHALK
HILLS ACADEMY

WHY WORK FOR THE CHALK HILLS ACADEMY?

ABOUT US

- £30 million state of the art building with well-equipped classrooms, in an Ofsted rated 'Good' school.
- You'll be working alongside a collaborative, forward thinking Principal and Senior Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities with free courses every Thursday, catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Freshly brewed coffee for staff on arrival to the academy every morning in your own 12oz Bamboo reusable cup
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% of annual membership for Active Luton Gym

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or j.powell@thesharedlearningtrust.org.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



HERE'S WHAT OFSTED HAVE TO SAY

"Together with your leadership team, governors and the trust, you have established high expectations for behaviour, teaching and achievement. Leaders have made sure that strategies are in place which have to led to improvements in the quality of teaching, learning, assessment and the curriculum. Leaders have high expectations for pupils' behaviour. Leaders work well with staff to ensure that the school is typically a calm, orderly and purposeful environment." Ofsted May 2018

WELCOME TO THE SHARED LEARNING TRUST



Cathy Barr,
CEO

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right staff helps us to achieve the goals we have set out for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our academies. For this reason, we try and clearly articulate our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job and react positively to those demands
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be your first contact with the trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 3,700 children within our communities. It is my privilege to be CEO of our family of schools and work with each principal or head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.



MEET OUR LEADERSHIP



**LOUISE LEE,
EXECUTIVE PRINCIPAL**



**RAZA ALI,
HEAD OF SCHOOL**

Dear Applicant,

It is a privilege and an honour to lead Chalk Hills Academy.

Our students are extremely motivated and have an exceptional desire to achieve and behave impeccably. Our staff are highly qualified and work tirelessly in the pursuit of world class progress for all of our students. The facilities at Chalk Hills Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an Academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults. Learning is clearly at the heart of all we do.

I am delighted to extend a warm welcome to you.

Best wishes,

Louise Lee & Raza Ali

'IT IS THE SUPREME ART OF THE TEACHER TO AWAKEN JOY IN CREATIVE EXPRESSION AND KNOWLEDGE.'
- ALBERT EINSTEIN



VISION & VALUES



'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Shared strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation



ABOUT THE CHALK HILLS ACADEMY

Providing the very best education for all our students is the simple goal for The Chalk Hills Academy. Whilst firmly rooted in traditional values, we have made our Academy a vibrant and exciting place with a positive ethos that runs throughout the Academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state of the art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.

TEACHER TESTIMONIAL

NATASHA JABBAR, ASSISTANT PRINCIPAL

"Moving from Industry to Teaching was a daunting yet exciting experience; I joined Stockwood Park Academy as an instructor to see if teaching was for me and have never looked back! The seamless transition into education was exciting, demanding, and the best decision I made. Like many teachers at the school, my role has evolved, and I have been fortunate enough to work across the Trust in different positions. The Trust has provided me with multiple opportunities to grow and develop. I now work as an Assistant Principal at The Chalk Hills Academy, with a focus on The Teaching Trust, Admissions and Science. I feel extremely privileged to be working for an organisation that inspires learning, growth, confidence and creativity, and challenges students to rise to their full potential in a warm and caring environment."

**Ofsted**
...a good school

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Free, onsite car parking at all academies



Reduced gym membership & free onsite gym*



Reduced rates for onsite professional car wash



Cycle to work scheme



Staff recognition with reward shopping vouchers



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Onsite Indian head or shoulder massage



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Dry cleaning & ironing service



Online delivery drop off service, including Amazon deliveries



Support with relocation, including a range of information and contacts



Refer a friend £500 bonus scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

Therefore we have partnered with the Teacher Development Trust, offering our colleagues to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

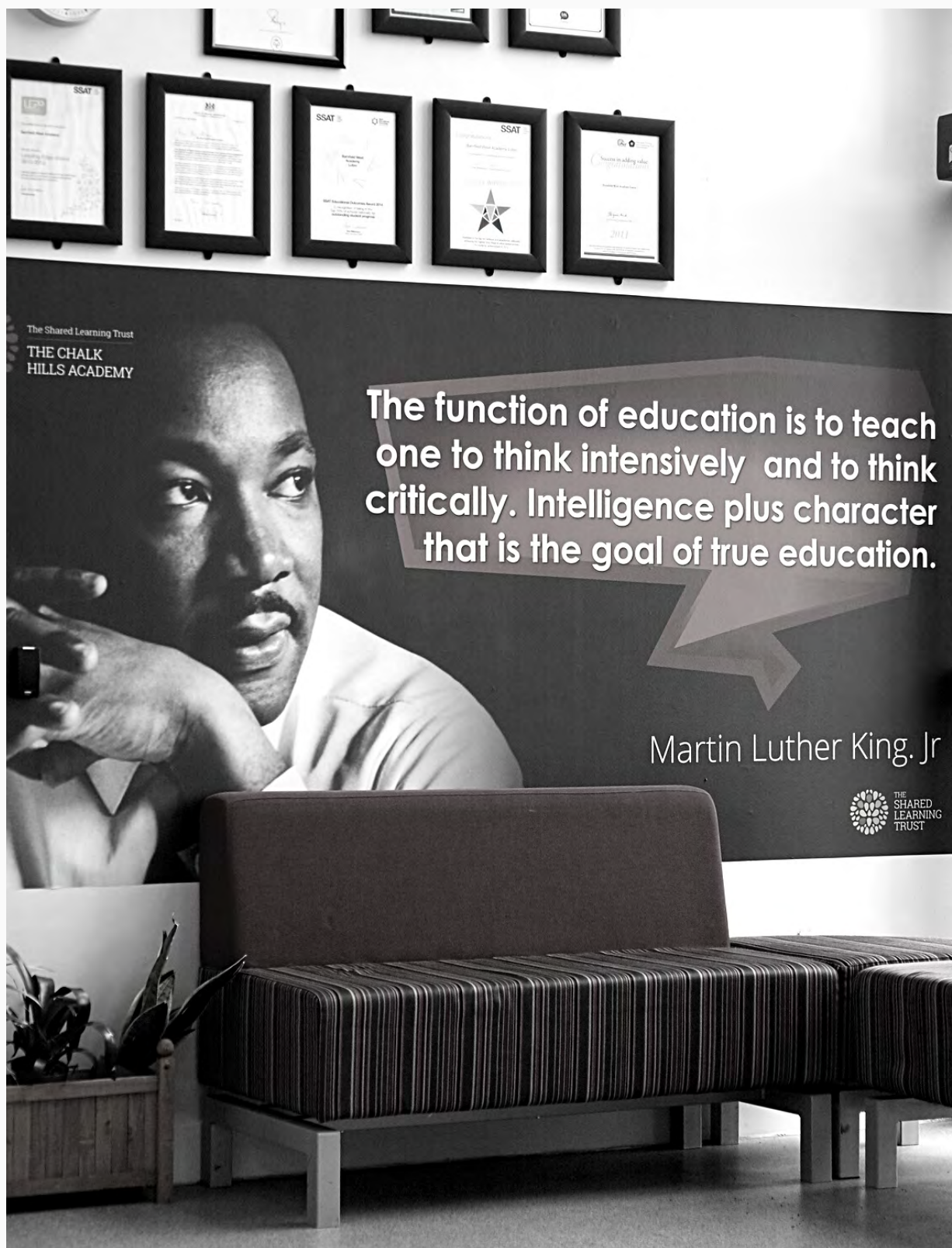
Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

RECRUITMENT BOOKLET



The Shared Learning Trust

THE CHALK
HILLS ACADEMY



The Shared Learning Trust
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The function of education is to teach one to think intensively and to think critically. Intelligence plus character that is the goal of true education.

Martin Luther King, Jr



SEE MORE AT

WWW.THESHAREDLEARNINGTRUST.ORG.UK



The Shared Learning Trust

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Restorative Behaviour Manager

We are seeking to appoint an enthusiastic and experienced Restorative Behaviour Manager who has a strong understanding and approach to behaviour management, in order to support the behaviour management within our large secondary academy. As the Restorative Behaviour Manager, your role, under the direction and support of the Whole School Behaviour Manager, will be to supervise the seclusion room. Seclusion is a response to serious or repeated problems and in liaison with Heads of Year, Senior Leaders and the wider school team, you will ensure a consistent approach to seclusion in line with the academy policy.

Joining an established and successful pastoral team, you will work collaboratively to ensure that students are supported in all areas of their learning and curriculum, that their pastoral and wellbeing needs are met and that standards and expectations of students serving seclusion remain high and are maintained throughout the academy day. The ideal candidate will have previous experience within a school, particularly in behaviour support. They will be enthusiastic, self-motivated and have high expectations of themselves and the students that they support.

Key Duties

- Managing the daily operations of the Seclusion Room
- Liaising with Heads of Year and Senior Leaders to manage the booking process of the Seclusion Room
- Liaising with Curriculum Leaders and the Whole School Behaviour Manager to create and maintain a bank of student work
- Manage and supervise the federal seclusions across the organization, including the arrangements for travel between our secondary sites.

The Successful Candidate

- Educated to GCSE/equivalent standard
- Ability to work using own initiative
- Ability to motivate children by establishing empathetic relationships
- Demonstrable knowledge of principles involved in giving advice and guidance to children/young people
- Good attention to detail.
- Calm under pressure.
- Experience of working in a school, particularly in behaviour support
- Hard working
- Honest
- Good sense of Humour

Job Specifics

Start Date: asap

Salary: NJC L6 21-25 £28,900-£32,020 FTE actual pro rata salary £25,348-£28,084 dependent on experience

Job Role: Term time only (plus inset days), 37.5 hours per week Monday – Friday 8am – 4pm (half an hour lunch)



Job Description

VISION AND PURPOSE

As part of a whole school approach to behaviour management, the post holder will manage all aspects of the school's seclusion under the direction of the Whole School Behaviour Manager (WSBM).

Seclusion is a response to serious or repeated problems. The decision on whether to seclude a student and for what period is taken by Senior Leaders or Heads of Year in consultation with the Whole School Behaviour Manager (WSBM)

Students who are secluded have no contact with other students during the period in the Seclusion Room. Their day begins at 9.30 and ends at 3.30. They report to Reception at the start of their day and are escorted to the Seclusion Room.

If a student fails to behave perfectly in the seclusion room they are removed and their Head of Year, and with the Whole School Behaviour Manager, will agree next steps.

ACCOUNTABLE FOR:

1. To manage the daily operation of the Seclusion Room, Including:
 - In liaison with Heads of Year, Senior Leaders and the WSBM to manage the booking process for the Seclusion Room. This process will involve:
 - Checking when a place in seclusion is available, if possible on the next school day.
 - Raising three copies of the seclusion letter, one to be sent home with the student, one to be posted to parent/carer and the third to be handed to pastoral support staff for filing in the student's file.
 - Ensuring that an accurate list of students in seclusion for the next day is posted by the end of the previous day on the portal.
2. Liaise with Curriculum Leaders and the WSBM to create and maintain a bank of student work in all school subjects and a stock of suitable stationery and equipment.
3. Under the direction of the WSBM to manage all the day-to-day operations of the Seclusion Room. This process will involve:
 - High standards and expectations to be demonstrated through the running and managing of seclusion.
 - Collecting students from Reception and escorting them to the Seclusion Room.
 - Ensuring seclusion registers are completed in a timely manner.
 - Briefing the students on the rules and expectations of the Seclusion Room .
 - Setting suitable work for students from the work bank unless teachers set specific work. These tasks will be drawn from a variety of school subjects during the day.
 - Ensuring that the Seclusion Room remains quiet and calm throughout the day and that students are engaged with and complete all work set.
 - Supervising the students in seclusion when students are observing their break/lunch time.



- If the opportunity arises during the day, counselling the students about both the behaviour that led directly to the seclusion and their general behaviour.
 - Supporting students with areas of their learning and curriculum. This includes pastoral care and wellbeing.
 - Accommodate students as deemed necessary at short notice due to behaviour incidents during the Academy day.
 - If student behaviour means they have failed to meet the expectations of seclusion, the Manager will rebook the day in seclusion.
 - The seclusion manager will inform (WSBM) and contact parents /carers to inform them of the rebooking.
 - Ensuring the standards and expectations of students serving seclusion remain high and are maintained throughout the Academy day.
 - Ensuring an orderly dismissal of students at the end of the day.
4. Manage and supervise the federal seclusions across the organisation, including the arrangements for travel between sites of TSPA & TCHA students.
5. Undertake any other duties of a similar level and responsibility as may be required by the WSBM.

1. Health and Safety

- To have an up-to-date knowledge of Health and Safety legislation; abide by Trust's Health and Safety policies and procedures

2. Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the Trust's Equality and Diversity policies as applicable to the role
- Work with the Equality and Diversity Manager to deliver equality action plans; ensuring that appropriate data and evidence is available

3. Safeguarding

- Maintain and demonstrate a good understanding and knowledge of the Trust's and Academy Safeguarding policies and procedures as applicable to the role

4. Professional Development

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role
- Attend CPD events as required
- Undertake any additional training highlighted by line management feedback
- Lead by example to maintain a high standard of professionalism at all times



CONTEXT:

All support staff are part of a whole school team. They are required to support the values, ethos and vision of the Academy. This includes the Academy priorities as defined in the Academy Improvement Plan and contribute to the development of a purposeful working atmosphere. They are required to support and follow all relevant school policies including those for behaviour management and child protection. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be prepared to undergo child protection screening appropriate to the post and undertake an Enhanced DBS check. Right to Work in the UK will need to be established, this will include checks with past employers. We are an equal opportunities employer'.



Person Specification

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria. Essential (E): - without which candidate would be rejected Desirable (D): - useful for choosing between two good candidates.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working effectively with vulnerable children / young people in either education, social work, youth work or another related area of work.	1,2	Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare	1,2
	Experience of working within a school, particularly in behaviour support.		Some experience of working effectively with the parents / carers of children/young people.	1,2
Skills/Abilities	Ability to write an action plan for a pupil/student, maintain pupil/student records and write other short reports as required	1,2,3		
	Ability to work on one's own initiative, balance competing priorities and organise a work schedule.	1,2		
	Ability to motivate children/young people by establishing empathic and supportive working relationships	1,2		
	Ability to work as part of a team to reach agreed targets and outcomes for children/young people.	1,2		
	The ability to use word processing packages and the internet.	1,2,3		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and	1,2		



	inclusion of pupils from minority ethnic communities			
Specialist Knowledge	Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality.	1,2	Knowledge of the responsibilities of agencies towards vulnerable children such as Safeguarding Child Protection Procedures	1,2
Education and Training	A willingness to undertake training, as appropriate.	1,2		
Other Requirements	Ability to work flexibly and attend evening and early morning meetings (up to 5 per month.)	1,2		

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

The list could go on and on. Suffice it to say we are looking for an exceptional person who will rise to the challenges for improvement in student achievement at The Chalk Hills Academy and who will work hard to sustain it. There will also be a teaching commitment. The Academy offers a great deal to its entire staff and is an incredibly rewarding place to work.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

The Chalk Hills Academy believes that every child does matter, and adherence to the Academy's Every Child Matters Policy is not only compulsory, but should be practiced mindfully at all times.