



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 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

MEET OUR LEADERSHIP

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,

Raza Ali, Senior Principal



**RAZA ALI,
HEAD OF SCHOOL**

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

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 but react positively to those demands rather than complaining
- 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 first your contact with 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 Barr, CEO



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, CO -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."



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.

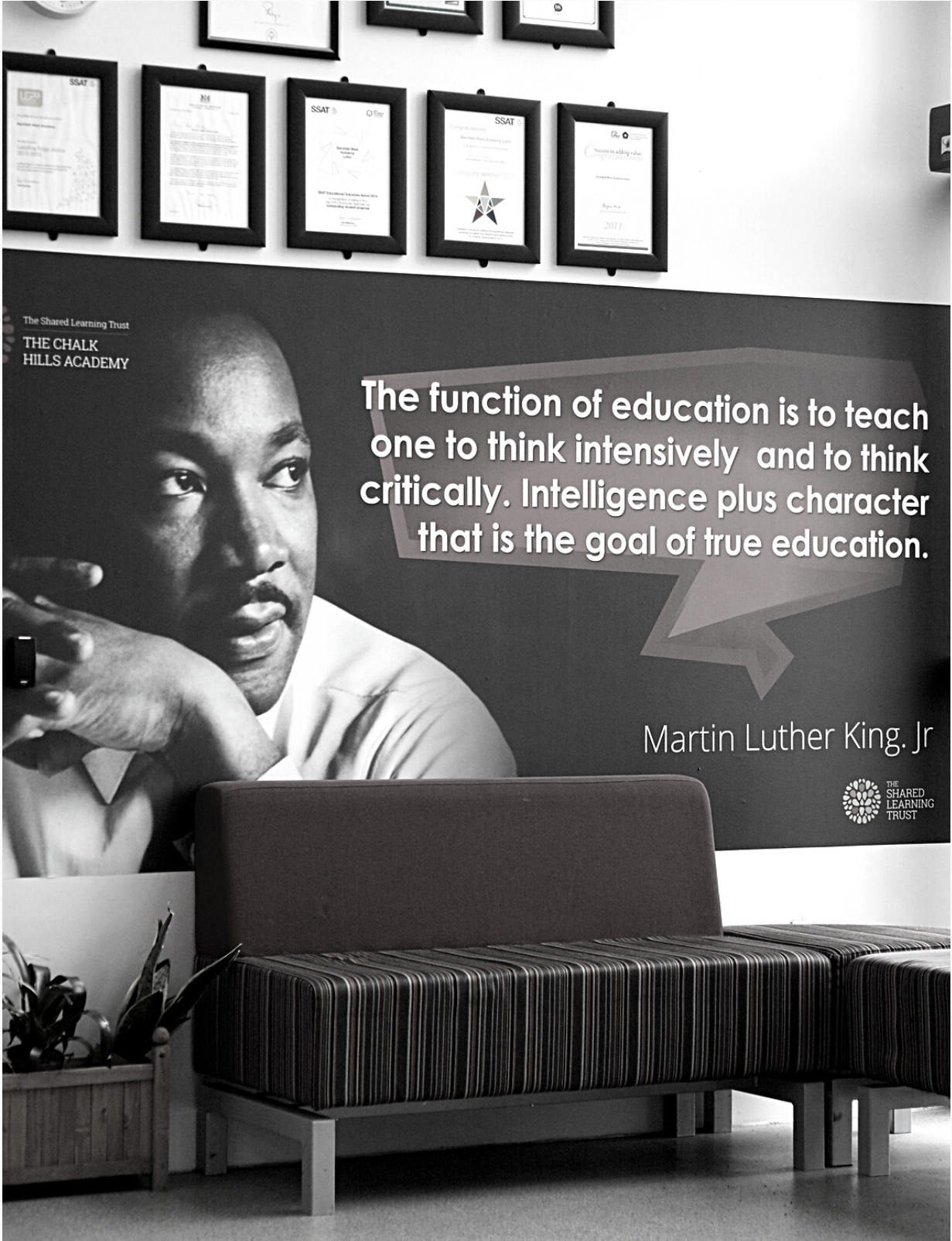
Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

RECRUITMENT BOOKLET



The Shared Learning Trust

THE CHALK
HILLS ACADEMY



The 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



Cover Supervisor

The Chalk Hills Academy have an excellent opportunity for a candidate to join them as a Cover Supervisor. The purpose of the Cover Supervisor role is to provide teaching cover during short-term or planned teacher absences to implement lessons to students. This is a very critical role for our academy and you will make a valuable contribution to our students and curriculum teams. Under the direction of the class teacher, you will enhance learning opportunities for pupils and ensure there is minimal disruption to their education.

This is an ideal role for any candidates wishing to pursue a career in teaching. Join us as a Cover Supervisor to kick-start your career in education and gain useful and relevant long-lasting skills in delivering classes and managing students.

If you want to grow and develop in a fast paced, dynamic and successful Academy, come and join us at The Chalk Hills Academy!

Key Duties

- Support the teaching and learning of individual or groups of students, using support strategies appropriate to their learning needs.
- Contribute significantly to; the planning of teaching and learning work programmes and activities to achieve the aims of lessons.
- Contribute to the monitoring, recording and assessment of student progress through observation and questioning, against student targets
- Contribute to the development of a purposeful working atmosphere, implement and monitor the school's behaviour and any related policies and procedures.
- Invigilate tests and examinations as directed.

Successful candidate will have:

- Some experience of working in an educational setting.
- A degree-educated candidate
- Able to plan and organise workloads to meet conflicting work demands and deadlines.
- Able to contribute constructively to and work effectively as a member of a team.
- Able to use own initiative in working with parents/carers and the child's community within an agreed framework of policies and procedures.
- Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, Supply Agencies.
- Able to keep accurate records and use these to inform judgements.

Job Specifics

Start date: September 2023

Salary: NJC L5 15-20 £27,803-£30,296 (actual salary £22,208 - £24,199)

Job Role: Permanent, Full time, Term Time + 5 Inset days



Job description

VISION AND PURPOSE

To provide cover for and support to class teachers in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with students, and through their theoretical and academic experience/achievement.

PRINCIPAL RESPONSIBILITIES:

- 1 Under the direction of the class teacher and/or cover manager, support the teaching and learning of individual or groups of students, using support strategies appropriate to their learning needs. Providing feedback and liaising over student progress and learning. Contribute to the intellectual and social development of students, working with the class teachers to support the achievement of literacy and numeracy targets and in other specific curriculum areas. Prepare, and when appropriate, deploy appropriately learning aids, materials and equipment.
- 2 Contribute significantly to; the planning of teaching and learning work programmes and activities to achieve the aims of lessons, for the whole class and/or individual students under your supervision.
- 3 Contribute to the monitoring, recording and assessment of student progress through observation and questioning, against student targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress. Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of students.
- 4 Contribute to the development of a purposeful working atmosphere, implement, and monitor the school's behaviour and any related policies and procedures.
- 5 Under direction of a Senior Leader develop and maintain supportive relationships with parents, carers and others of the student's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual students. Coach and train others in these strategies.
- 6 Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.
 - 7 As required, contribute to specific aspects of teaching, learning and personal development, for example school visits, fieldwork projects or other activities.
 - 8 Invigilate tests and examinations as directed. Supervise whole groups in particular curriculum activities and the class for agreed periods.
 - 9 To undertake other non-strategic duties or responsibilities reasonably required by the Cover Manager/Director of Business Support.

All staff working in the Academy have a duty to safeguard and promote the health, safety and welfare and all children and young people for whom they are responsible or with whom they come into contact with in the course of their duties.

This list is by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed by the Principal to undertake any other duties commensurate with this role.

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.



PERSON SPECIFICATION

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

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of working in an educational setting.	1,2	Some experience of working with people with a range of special needs. Demonstrable experience of planning, monitoring and assessment of pupils' work.	1,2 1,2
Skills/Abilities	Able to plan and organise workloads to meet conflicting work demands and deadlines. Able to contribute constructively to and work effectively as a member of a team. Able to use own initiative in working with parents/carers and the child's community within an agreed framework of policies and procedures. Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, Supply Agencies. Able to keep accurate records and use these to inform judgements.	1,2 1,2 1,2 1,2 1,2	Able to support learning in numeracy at relevant Key Stage. Able to support learning in literacy at relevant Key Stage. Information technology skills in word processing, the use of databases and spreadsheets to support record keeping and children's learning.	1,2 1,2 1,2
Equality Issues	Able to recognise and act upon common forms of discrimination. Able to understand the issues for pupils' education in an urban, multi-cultural context.	1,2 1,2		
Specialist Knowledge			Some knowledge of how pupils learn. Demonstrable knowledge of curriculum requirements. Some knowledge of policies and procedures in areas such as child protection, behaviour management.	1,2 1,2 1,2,5
Education and Training	Able to commit to relevant job training. NVQ in childcare Level 3, NNEB or equivalent qualification. Willingness to undertake First Aid training and to apply this in the school.	1,2 1,2,4 1,2		