

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 Senior 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](mailto: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*

# 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,  
SENIOR PRINCIPAL**

**'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 your first 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."*

  
**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



Staff recognition with reward shopping vouchers



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



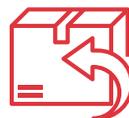
Reduced gym membership & free onsite gym\*



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



Cycle to work scheme



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



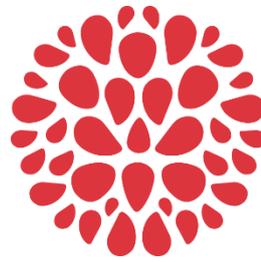
The Shared Learning Trust

THE CHALK  
HILLS ACADEMY



SEE MORE AT

[WWW.THESHAREDLEARNINGTRUST.ORG.UK](http://WWW.THESHAREDLEARNINGTRUST.ORG.UK)



## Job description

### Job Title – Data & Exams Administrator

Salary: NJC L4 9-14 £25,119-£27,334 FTE pro rata £22,897-£24,916  
Hours: 37 hours Term time + INSET + 2 weeks (41 Weeks)  
Department: Data & Exams Team  
Responsible to: Senior Data Manager

#### JOB PURPOSE

To support the work of the Data and Exams team at The Chalk Hills Academy with a focus on Vocational qualifications.

#### Main Duties and responsibilities

##### Vocational Examination Administration

Policy Updates for BTEC and liaise with Exams for central policy updates

Support QN with BTEC processes.

Attend BTEC Group leaders' meetings with the Centre QN

Oversee and lead the admin process for BTEC and other vocational curriculums including managing the intention to offer process and collation

Ensure successful completion of the annual BTEC Quality Management Review

Facilitate the OSCA standardisation process with the BTEC Team

Support the Exams Officer with new programme approval and candidate registrations/certifications

Ensure all new BTEC/Vocational assessment material, templates, current assessment literature are distributed to programme leaders.

##### Data Support

Administration of internal assessment systems for the recording, reporting and tracking of student data and progress under the direction of the Senior Data Manager.

Support & facilitate the KS3/4 Termly data processes as directed by the assessment calendar and the Senior Data Manager.

Maintain assessment manager aspects and results sets in line with termly data processes including uploading data from Arbor, Pupil Progress, Go4Schools, DfE and CTF's. Creation and maintenance of marksheets in Pupil Progress.

Manage the Admissions process into the Academy for in year and new phase students. Working with Pastoral and Year teams to ensure key documents are completed and student's entry to the Academy is smooth.

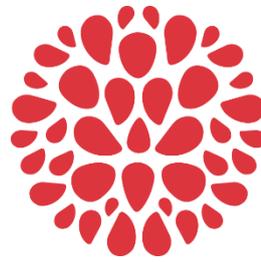
Generate timetables, lists and reports from Arbor. Ensure the printing and distribution of reports is completed under the direction of the Senior Data Manager.

Assist in the development of new technologies and systems within the Academy, liaising with staff and software suppliers to resolve issues. Assist with the training and development of others in your specialist software applications.

Work closely with the Catering Management Team and manage the Academy cashless vending systems and support whole academy development in the use of this software. Produce reports from the cashless systems as requested by Academy SLT.

Administration of the Free School Meals provision by checking portals daily and updating Arbor. Dealing with queries from parents and the LA. Distribute electronic vouchers accordingly as directed from the LA. Provide weekly attendance data analysis and fortnightly PA information to HOS. Half termly reports/graphs on attendance and PA.

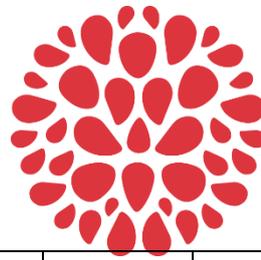
Ensure that all statistical and other information required by the Academy, the LEA, DfE and others is accurately provided and to timescale e.g data, student transfers etc.



## Person Specification

### Data & Exams Administrator

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Willing to undertake training and development activities	✓		
<b>EXPERIENCE</b>			
Experience of using ARBOR.	✓		AF/IV
Experience of using ARBOR Assessment Manager and Lesson Monitor modules.		✓	AF/IV
Proven ability to problem solve and trouble shoot without seeking further guidance.	✓		AF/IV
<b>SKILLS/KNOWLEDGE/ABILITIES</b>			
Knowledge of a range of IT software and able to use microsoft word, excel, database packages and email	✓		AF/IV
Have an understanding of basic exam and assessment procedures.	✓		AF/IV/PT
Willingness to learn and the ability to develop good working relationships.	✓		AF/IV
Experience of working within an educational setting.  Curriculum & DfE knowledge of requirements relating to the performance tables.		✓	AF/IV/PT
Experience and knowledge of ALPS, SISRA and Go4Schools. As well as familiarity with the DfE secure platforms such as K2S & LRS.		✓	AF/IV



Have an understanding of Sixth Form funding requirements and eligibilities.		✓	AF/IV
Ability to work under pressure whilst meeting deadlines and managing conflicting demands.  Willingness to adjust working arrangements to meet the day to day service demands whilst demonstrating resilience, flexibility and adaptability.  Ability to work to a high degree of integrity, confidentiality and accuracy.  Ability to work independently and collaboratively as part of a team in a service orientated environment.	✓		AF/IV
Ability to demonstrate knowledge and commitment to Equality and Diversity and how this has been applied in previous roles	✓		AF/IV
A knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role	✓		AF/IV
A knowledge and understanding of health and safety standards and best practice	✓		AF/IV

AF = Application Form  
 IV = Interview  
 REF = Reference  
 PT = Presentation and/or test