

The Shared Learning Trust

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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](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 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."*

**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



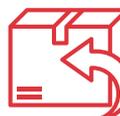
Onsite Indian head or shoulder massage



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**.

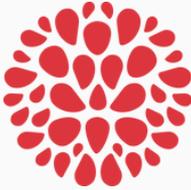
When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



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

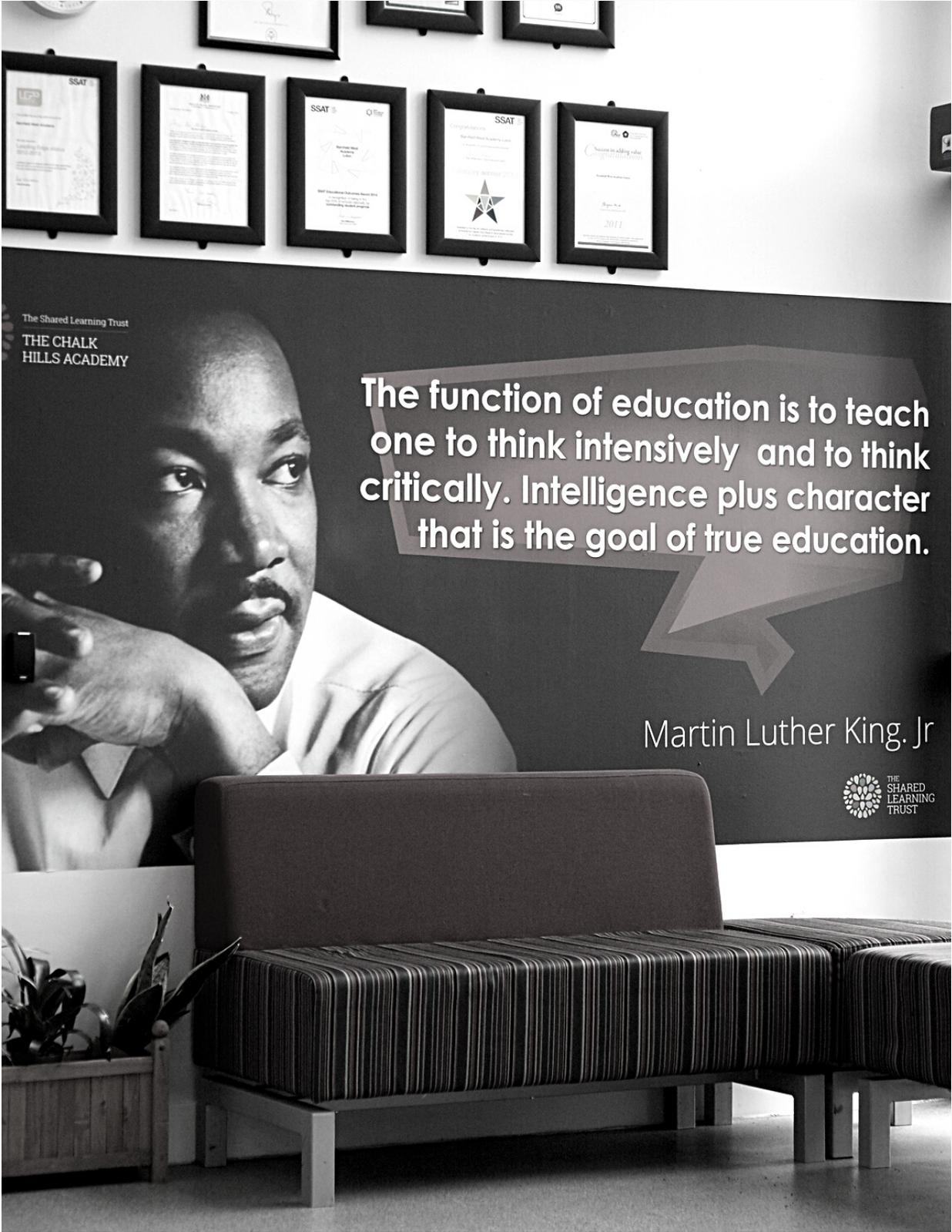
Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

# RECRUITMENT BOOKLET



The Shared Learning Trust

THE CHALK  
HILLS ACADEMY



SEE MORE AT

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

## **The Shared Learning Trust – 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.

Perkbox and Perkbox Medical

NPQ's Teacher Development Trust and training courses with The National College

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

Reduced gym membership rates and free on-site gym

Staff recognition with reward shopping vouchers

On-site Indian head or shoulder massage

Online delivery drop off service, including Amazon

Free eye test vouchers

Onsite car wash at reduced rates

Support for all staff with an experienced licensed counsellor

Free tea and coffee plus a reusable bamboo coffee cup for new starters

Free onsite car parking at all academies

Cycle to work scheme

Enhanced pension employers' contribution and death in service payment

Refer a friend £500 bonus scheme

## **EAL Learning Support Assistant**

We have a great opportunity for an EAL Learning Support Assistant with a focus on teaching support and achievement. The core purpose of this role is to support EAL students, working in partnership with mainstream staff.

- Are you passionate about supporting students?
- Do you have experience working in small groups or 1:1 with EAL children?

If the answer is yes to these questions, The Chalk Hills Academy would love to hear from you!

The Chalk Hills Academy are seeking to appoint an EAL Learning Support Assistant, with possible opportunities for internal responsibilities' within the team, to help support the teaching and learning of an individual or groups of students. We are looking for enthusiastic, dynamic and knowledgeable candidates who will contribute to the intellectual and social development of students and support their acquisition of the English language in order to achieve across the curriculum.

We are looking to recruit an EAL Learning Support Assistant who has the right attitude and will represent our positive 'can do' ethos that runs through our Academy. Ideally, the candidate will be TEFL qualified (or equivalent), but this is not a requirement.

### **Key Duties**

- Supporting EAL students who are new or recently arrived in the country, working in partnership with mainstream staff.
- Supporting with identifying and meeting the linguistic needs of EAL learners.
- Working with academic and pastoral teams to ensure that all students are supported to make expected progress.
- Developing and delivering short-term induction programmes to suit individual students' needs and proficiency.

- Delivering interventions for EAL students at all levels.
- Working with EAL Buddies and promoting awareness of EAL throughout the academy.
- Building up banks of teaching resources.
- Assess new students for language proficiency using the EAL A-E proficiency codes.
- Building and maintaining a positive relationship with EAL students.

### **The successful candidate will have**

- Bilingual/Multilingual skills in one or more community languages
  - A good understanding of the issues EAL students face when grappling with language acquisition
- The ability to teach small group interventions, create relevant EAL resources and undertake testing of students.
- An enthusiastic work ethic, and the ability to work and liaise with a variety of departments and colleagues
- A 'can do' hardworking attitude
- Good behaviour management skills
- Resilience and the ability to work as part of a team
- Excellent literacy and numeracy skills (minimum of Grade C in GCSE's or equivalent)
- Be able to take part in training and liaise with a wide range of people including teachers, parents, carers, students and the pastoral team
- The ability to listen to the direction of the class teacher, follow agreed lesson plans and use support strategies appropriate to the needs of students
- Be able to prepare, maintain and deploy appropriate learning aids, materials and equipment
- Be able to contribute significantly to the planning of teaching and learning for the whole class and/or individual students
- Be able to contribute to the care, health and welfare of students in accordance with the school's health and safety and related policies
  - Experience of working in an educational setting
  - Good IT skills (with good knowledge of Microsoft applications e.g. word, excel, etc)
  - Good literacy and numeracy skills
  - Excellent communication skills

### **Job Specifics**

**Start date:** With immediate effect or following a notice period

**Salary:** £23,893 – £24,702 L3 Points 6- 8 (**Pro Rata £19,977 - £20,653 per annum**)

**Job Role:** Permanent, Part-time, Term-time, 39 weeks per annum, 35.75 hours per week.  
8.15am - 4pm (Finish 3.30pm on Fridays)

### **Job Description: EAL Learning Support Assistant**

#### **Purpose of Post**

To ensure that all children realise their individual potential in all areas of academy life. Under the direction of the EAL Coordinator, to target and support identified students to help them overcome barriers to learning both within and outside of the Academy.

Our Learning Support Assistants are required to support the values and ethos of the school and the school priorities as defined in the Academy Improvement Plan and contribute to the development of 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 focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment. They are involved with the invigilation of tests and examinations and undertake duties similar to other tasks as directed.

## Principal Responsibilities

1. Providing language support specific to the needs of the secondary curriculum at Key Stage 3 and 4, especially in English, Science, Mathematics, and options for EAL students at Key Stage 4.
2. Teaching support in mainstream classrooms and teaching withdrawal groups, where appropriate.
3. Working with admissions of new and recent arrivals to the country.
4. Delivering short-term induction programmes to suit individual students' needs.
5. Work with EAL Buddies and promoting awareness of EAL throughout the academy, including visual displays.
6. Building up collections of teaching resources.
7. Assessment of target students in order to monitor progress.
8. Identifying and meeting the language needs of EAL learners.
9. Working with the pastoral teams, meeting with parents and maintaining links between home and school.
10. Attending school meetings as appropriate and promoting issues relevant to EAL students through school development groups.
11. Maintaining suitable record keeping and monitoring systems, updating assessment documents, in order to report to relevant parties as appropriate.
12. Liaising with key internal and external colleagues.
13. Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
14. Accompany teaching staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

*The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may, therefore be directed by the Head of Faculty, or SLT link, to undertake any other duties commensurate with this role.*

## PERSON SPECIFICATION

Candidates will be assessed on the following:

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

Please make sure, when completing your application form, you give clear examples of how you meet the criteria.		
Attributes	Essential	Desirable
Experience	Some experience in the education of students. Some experience of planning, monitoring and assessment of pupils' work. Some understanding of what the needs are of EAL students	Some experience of working with people with a range of needs.

<p>Skills &amp; Abilities</p>	<p>Able to contribute constructively to and work effectively as a member of a team.</p> <p>Able to develop positive relationships with students/teachers and parents/carers.</p> <p>Able to work on own initiative with parents/carers and the child's community within an agreed framework and set of objectives.</p> <p>Able to communicate effectively at a range of levels, e.g. with student, parents, other professionals, etc.</p> <p>Able to contribute to the support of students in all areas of personal and educational development.</p> <p>Able to keep accurate records.</p> <p>Able to support learning in numeracy and literacy at relevant Key Stages.</p>	<p>Basic information technology skills, e.g. word-processing, databases, spreadsheets.</p> <p>Have some skills in how to deal with students where their behaviour at times is inappropriate within a classroom.</p>
<p>Equality Issues</p>	<p>Able to recognise and act upon common forms of discrimination.</p> <p>Able to understand the issues for pupils' education in an urban, multi-cultural context and build this into service delivery processes.</p> <p>Have a commitment to the recognition of EAL students and their individual needs.</p>	
<p>Specialist Knowledge</p>	<p>Bilingual colleague with the ability to speak a community language and who has a good understanding of the issues EAL students face when grappling with language acquisition</p>	<p>Some knowledge of how pupils learn.</p> <p>Some knowledge of curriculum requirements.</p>
<p>Education and Training</p>	<p>Able to commit to relevant job training.</p>	<p>TEFL Qualification</p>

## **Safeguarding**

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The Department for 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:

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