



## CANDIDATE INFORMATION BROCHURE AYLWARD ACADEMY

*To inspire young people to make their best better*



September 2017

## Welcome from the Principal

I am delighted to welcome you to Aylward Academy. The unrelenting focus by staff on the success, achievement, welfare and happiness of students has created a vibrant ethos and an Academy where students want to come every day.

We are a caring community. Focussed individual feedback, which is essential for academy development, is guaranteed to all students. Our Vocational Hub provides additional support to students in all year groups should it be required.

*'It is an outstanding, caring environment for students where high expectations have a huge impact on attainment, progress and wellbeing.'* **Inclusion Quality Mark 2016.**

As an Academy we also have the flexibility to be innovative and creative in our approaches to curriculum, teaching and organisation. We aim to open minds and to open doors to new and exciting opportunities for our young people. Our Sixth Form programmes enable all students to stay here for seven years and include qualifications with formal and work based placements. We are at the forefront of curriculum innovation. Oracy is taught as a curriculum subject in Years 7 and 8 to develop confidence in speaking. Students have led in the design of a completely new course SMSC, which has been a highly popular and valued option for our students.

*'The provision of spiritual, moral, social and cultural education at the Academy has a huge impact on increasing students' awareness and knowledge of the world and in preparing them for life in modern Britain.'*

There are countless other opportunities for students to gain in leadership skills at Aylward Academy as we believe that students who are challenged by new and exciting learning experiences and whose personal skills, talents and abilities are extended will be best placed to reach their full potential. We aim to and are successful at developing students with a real sense of belief in what they can do.

Our resources for learning are exceptional, we have invested heavily in Information Technology and there are enough devices at the Academy to ensure that all students have access to state of the art technology in all lessons, the use of Google Classroom as a Forum for learning has had significant impact on student attainment. Our learning spaces include playing fields, Gyms and a Sports Hall, Dance and two Drama Studios. The building is modern, clean, and spacious.

Aylward Academy is proud to be part of a wider family of academies with the Academies Enterprise Trust and the opportunities for support, innovation, collaboration, partnership and excellence that ensures that we fulfil our duty to inspire young people to make their best better.

We look forward to welcoming you to Aylward Academy.

Yours faithfully

Remo Iafrate  
**Principal**

## **Aylward Academy**

At Aylward Academy, our objective is to provide all students with a first class education. Why? Because we believe that a solid education is vital in today's world. We recognise that every student has different needs and that it's our job to meet them. We not only educate students about life, we prepare them for life. Whatever a student's ambition, we will give them the best possible start.

Central to an outstanding academy is having teachers who are outstanding. We hope that you will find out as much as possible about Aylward Academy from this brochure and our website and look forward to receiving your application to join an academy that has moved from Special Measures to Good in just over two years.

### **Key Priorities to becoming a Great School**

- Excellent attainment at KS4 and KS5 as well as achievement
- Excellent provision for life beyond school
- Strive for an outstanding curriculum which is based on the balance of academic, vocational and persona curriculum
- Strive for excellent pastoral support with particular emphasis upon the emotional challenges which students can encounter
- The most safe and most welcoming environment
- Continuous celebration of equal opportunities, diversity and respect for each other
- All at Aylward are engaged achievers
- Excellent relationships between all e.g. student to staff, student to student, staff to staff

## **Our Learning Aims and Ethos**

At Aylward Academy, our aim is to enable all students to achieve in a learning environment where everyone works as part of a community, sharing mutual respect and feeling safe in a supportive atmosphere. All of our students understand our behaviour for learning policies, where staff and student conduct themselves with dignity and have high expectations about the Academy Code of Conduct.

We want our students to enjoy the opportunity to learn in a safe environment where learning is the key priority for all, and there is an expectation of politeness and good manners at all times. Everyone is expected to make a positive contribution to Academy life and engage with the many learning opportunities on offer from our extended curriculum.

## **Ofsted**

Aylward Academy, is delighted to announce that they have just been graded as a “Good” Academy in all categories in their latest Ofsted report. Aylward Academy opened in 2010 and in a short amount of time the Academy has moved up from a school that had a “Notice to Improve”, (grade 4) to an Academy that is now “Good” (grade 2). The staff and pupils are extremely proud of this huge improvement and are determined to keep up the hard work to ensure Ofsted, when they return, find the Academy to be an “Outstanding” institution.

In the latest Ofsted inspection the report confirms that, “Students make good progress across a range of subjects” (Ofsted November 2016).

Leadership and Management of the Academy was praised within the report. The Ofsted team found that, “Leaders have focused on ensuring that the curriculum is wide and varied to meet the needs of the diverse pupil population”. Also, “Middle leaders share senior leaders’ vision for the school”.

The Academy continues to see an improvement in results, especially students gaining A and A\* at G.C.S.E. and consistently records very high pass rates at ‘A’ level.

Remo Iafrate, Principal of Aylward Academy, is delighted that the Inspectors confirm that the Academy is now well placed to become outstanding. He said, “The report demonstrates the amazing students and staff we have here at the Academy. Both students and staff work hard to achieve their goals and it is rewarding to see this has now been acknowledged by Ofsted”

To view the full report please follow the link below:

<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/136147>

## **Job description**

**Post: IT Graduate Professional Placement**

**Responsible to: IT Systems Manager**

**Department: IT**

**Grade: £15,000 annual training salary**

**Hours/Week: 36 Hours**

**Weeks/Year: Fixed term contract for up to 52 Weeks**

### **Main Purpose of the Role**

To provide ICT support throughout the Academy, providing 1<sup>st</sup>/2<sup>nd</sup> line support to students and staff. To work with the Systems Manager to deliver a safe, effective and efficient ICT resource for use with pupils and staff.

### **Duties and Responsibilities**

- To provide an excellent level of customer service and 1<sup>st</sup>/2<sup>nd</sup> line support for all users and all academy ICT systems and devices
- To use and update the ICT Customer Services Helpdesk efficiently for all users.
- To maintain an up to date asset register on the ICT Customer Services Intranet and to ensure the physical security of all systems and ICT equipment.
- To attend the weekly ICT Customer Services meetings.
- To contribute to the continued development of the Academy ICT provision.

### **Competences**

- Active directory administration: Creating, and maintaining user accounts, security groups and OU's
- Google apps: Creating and maintaining user mailboxes and distribution group lists.
- SCCM: Deploying desktop images.
- Microsoft Office 2010/2016: Providing desk side and telephone support.
- Application Deployment (SCCM): Create and thoroughly test applications before deployment across specified areas of the Academy.
- Helpdesk Support: Processing and resolving support incidents placed on the Zendesk helpdesk system.

- Windows 2012 Printer Management: Monitoring, managing print queues and configuring printer devices.
- Apple technologies: imaging, software deployment, troubleshooting.
- Install, manage and liaise staff for IRIS connect
- Write basic scripts to automate procedures.

### **Specific Responsibilities**

- Set, monitor and revise as necessary, security rights and permissions.
- Support the use of peripheral devices to ensure continued use of printers and similar equipment.
- Support the use of interactive projectors/whiteboards and all other peripherals throughout the Academy.
- Add new hardware to the network.
- Upgrade client machine hardware and software as necessary.
- Troubleshoot faults and failures to ensure uninterrupted service.
- To ensure the smooth facilitation of online controlled assessments for students.
- Provide IT training to new staff.

### **Other Duties and Responsibilities**

- Support the installation of new software and evaluate its compatibility with the existing network.
- Support the ICT Customer Services Co-ordinator with planned extensions and upgrades to the existing system.
- Plan and research new technologies and the ways of using them.
- Support the Academy management information system (Progresso) as required.

### **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	Essential Criteria	Desirable Criteria
<b>Experience</b>	A commitment to co educational 11-19 education	
	Organisational Skills – Able to manage own workload, set priorities and meet deadlines. To have and implement a methodical approach to work with particular accuracy to detail.	
	Technology – Knowledge and experience of using IT packages and databases i.e. Microsoft Word, Excel, Outlook,	
<b>Knowledge</b>	Knowledge of an IT related discipline or relevant industry experience. Extensive knowledge of ICT hardware, software and the integration of the two.	
<b>Communication</b>	Written – Experience of writing e-mails, completing forms and responding to basic written queries.	
	Verbal – Experience of exchanging information clearly in person and by telephone.	
<b>Working with others</b>	Relationships – Experience of forming appropriate and productive relationships with internal and external customers.	
	Team work – Proven experience of effective team and independent working	Ability to establish and maintain good working relationships with external agencies and partners.
<b>Responsibilities</b>	Confidentiality – Comprehensive understanding of confidentiality issues within an IT environment (including Data Protection and General Data Protection Regulations) and how to comply with these	
	Time Management – Excellent organisational skills. Proven experience of effective multi	



	tasking and ability to successfully manage intense workloads and pressures.	
	Creativity – Experience of solving day to day issues and devising or suggesting new ideas and innovations to enhance the IT experience for students and staff	
<b>General</b>	Equalities - A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work. To understand and support the differences in students, staff and other stakeholders	
	A commitment to co-educational 11-19 education	
	Health & Safety – An understanding of Health and Safety in the workplace and how this applies	
	Continuous Professional Development – Commitment to increasing own learning and development	




## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 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 students achieve world class learning outcomes by developing world class teachers in a world class community.



Secondary      
Primary         
Special        

### **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 students.
- 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 to 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

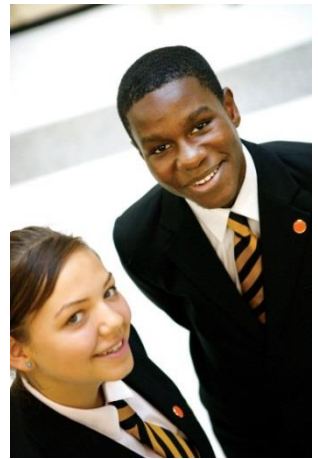


A New and Open World for Learning

## **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**

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. 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. 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.