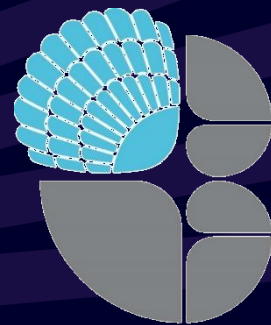


PA to the Headteacher

Wroughton Academies

May 2024



**WROUGHTON
ACADEMIES**
*Creative
Education
Trust*

You can find out more at:
www.creativeeducationtrust.org.uk



Thank you for your interest in the role of PA to the Headteacher at Wroughton Academies.

In December 2016, Wroughton Academies (Wroughton Infant and Wroughton Junior Academies) proudly became a member of the Creative Education Trust, which consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team.

As a CET school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross-trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected'

programme.

Our mission at Wroughton Academies is clear – 'Through the highest expectations, we ensure that children have the knowledge, understanding and skills to be confident and successful'. We strive to achieve this mission through our excellent staff team, alongside a programme of professional training and development which is supported by a designated staff training room.

We are a large but friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. Our curriculum is therefore integral to everything we do. We place a high priority on ensuring that children leave us with the necessary skills and passion for reading. Phonics is taught through the Read Write Inc Programme and we use our 'Steps to Read' curriculum to develop comprehension skills. Our children access books in our wonderful library and regularly complete Accelerated Reader quizzes.

We have a strong maths curriculum, also integrated with a very clear maths calculations policy. For other subjects, we have adopted the CUSP curriculum, which not only ensures coverage of subject knowledge in Science and other subjects, but ensures that the children have the opportunity to learn about a diverse range of topics. We equally focus on Music, Spanish, RE, PSHE and PE and love to provide opportunities for our children to perform. We are lucky enough to have extensive outdoor grounds where the children play and learn.

We are currently looking for a dedicated and hard-working, Assistant Headteacher.

If you would like to arrange a visit to our friendly school, please email enquiries@wroughtonacademies.org.uk to arrange a visit.

If you would like an informal discussion about the role of PA to the Headteacher please contact Laura O'Shaughnessy, Headteacher, on laura.o'shaughnessy@wroughtonacademies.org.uk.

We look forward to welcoming you to Wroughton Academies.

Yours faithfully,

B Driver

Mr Ben Driver
Executive Principal
Caister, Lynn Grove, Woodlands and Wroughton Academies

**“We are looking for
a dedicated, hard-
working, PA to the
Headteacher”**

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ABOUT CREATIVE EDUCATION TRUST

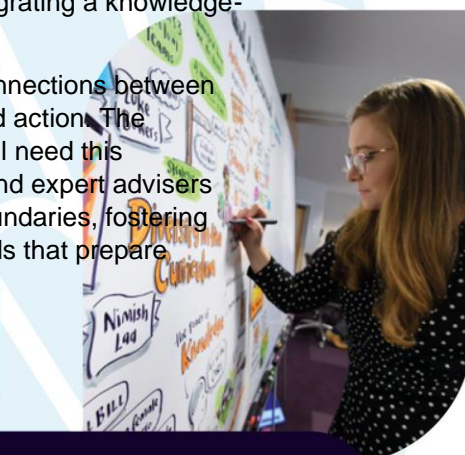


Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and actions. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk



WROUGHTON ACADEMIES

Creative Education Trust

ABOUT ABOUT WROUGHTON ACADEMIES



Our closely-connected schools opened in the early 1950s and we have subsequently served our local community for many years. In December 2016, we became Wroughton Infant Academy and Wroughton Junior Academy –part of Creative Education Trust.

Our dedicated staff team educate children between the ages of 3 and 11 years. We have a beautiful large site, with plenty of space for children to explore, learn and develop.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. We ensure all children 'achieve excellence' through developing their knowledge, skills and confidence.

Wroughton Academies offer

- A seamless transition into our reception classes from nursery or other providers.
 - Before and after-school club provision (7.30am to 5.15pm) – for all children
 - Highly qualified and dedicated teaching and support staff to meet every child's needs.
 - A strong focus on making sure children have the skills and passion for reading.
 - A broad and balanced curriculum, which focuses on all subjects including: science, art, computing, music, design technology and physical education.
 - New digital screens in every classroom to support interactive teaching.
 - A purpose built central library with thousands of books for children of all ages.
 - A large outdoor and rural area on the school site with a range of playground equipment.
 - Dedicated staff to support children's welfare.
 - A strong Parents and Friends Association (PFA) who support the school with a range of successful events throughout the year.
- You can find out more at:



www.wroughtonacademies.org.uk

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

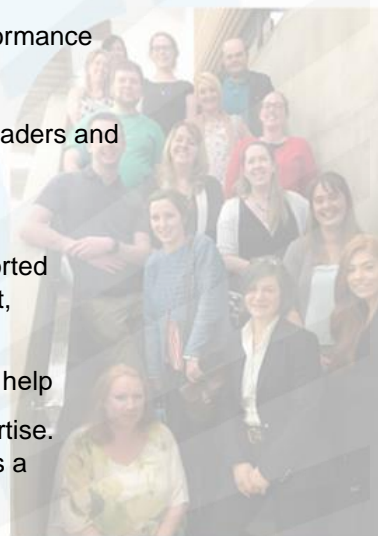
Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities.

We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers are a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



PA TO THE HEADTEACHER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Wroughton Academies, Gorleston-on-Sea

REPORTING TO

Headteacher

HOURS

37.5 hours per week

Term Time + 3 weeks (41 weeks total)

SALARY

Grade G 18-22

THE ROLE

Support the Headteacher and other agreed members of the senior leadership team in a manner that exemplifies the Academy's core values.

KEY RESPONSIBILITIES

LEADERSHIP

- Lead by example, through the;
 - consistent completion of all tasks to the highest possible standard,
 - modelling of welcoming, sensitive and constructive communication, with all stakeholders at all times.
- Lead and manage the administrative and reception staff team, through the senior administrator (where such a role exists);
 - Ensure clear guidance about administrative tasks is provided.
 - Quality assure the completion and standard of administrative work, providing challenge and support to colleagues where appropriate.
 - Utilise flexibility within the administrative team to redirect capacity when required, for example, to focus on specific areas or during especially busy times.
 - Use the performance development process to ensure all members of the administrative team have clear development goals and the support to achieve them.
- Lead the operational support element of a particular area of the Academy, agreed at the start of the academic year. Examples of these areas are; parents evenings, events, work experience...
- Work alongside other operational support staff leaders, for example, facilities, finance, HR, to ensure the smooth operational running of the school.

- Support other members of operational support staff as necessary, in keeping with the seniority of this role within school.
 - Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
 - Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
 - Seek to represent the Academy and the Trust in the best possible manner at all times.
 - Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation and punctuality.
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RESPONSIBILITIES

- Support the Headteacher and other agreed members of the senior leadership team to be as efficient and effective as possible. This may include but not be limited to;
 - organising diaries,

- providing documents and briefings ahead of meetings,
- taking and distributing minutes of meetings,
- providing refreshments for visitors and meetings,
- creating tracking documents,
- drafting letters, reports and memoranda,
- utilise appropriate software for word processing, spreadsheets and presentations,
- contacting stakeholders on senior leaders' behalf,
- directing stakeholders appropriately when they wish to contact senior leaders.
- Ensure that all Academy policies are up to date and shared with stakeholders.
- Complete administration tasks required for the effective and efficient running of the school, commensurate with role and in line with responsibility areas shared across the administrative team, for example, attendance, behaviour, communications, data, purchasing, teaching & learning, etc.
- Represent the Academy at and support in the organisation of after school events and evenings relevant to senior leaders, as per the Academy calendar.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students.
- Consider and care for the health and safety of themselves, colleagues and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student

conduct, for example behaviour, mobile phones, uniform etc.

- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.

ADDITIONAL INFORMATION

- Undertake other duties;
 - commensurate to the post holder's abilities, position and grade, as requested by the Headteacher or line manager,
 - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.

This 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. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Headteacher.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they comes into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Designated Safeguarding Lead.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English, Maths and Science or equivalent qualification (A*-C / 9-4). Evidence of continued professional development and expectation of continuing willingness to develop own professional skills. 	<ul style="list-style-type: none"> A Level or equivalent qualification
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working in a PA role, or Senior Administrative position High expectations of self and others. Resilience and motivation to manage day-to-day challenges. Strong organisational, prioritising and planning skills including attention to detail. Accepts accountability and takes personal responsibility for their own actions. Ability to build effective relationships with students and staff. Integrity, flexibility, openness, energy and enthusiasm. Strong interpersonal, written and oral communication skills. Ability to manage difficult and challenging situations, conversations and phone calls. Ability to respond in a crisis or to an unexpected event in a calm logical manner. Commitment to further training and professional development . High levels of discretion. 	<ul style="list-style-type: none"> Experience of working within a school environment.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Confident ICT user, including proficient use of Microsoft Office suite. 	<ul style="list-style-type: none"> Knowledge of the education system. Knowledge and experience of the admissions process. Knowledge of relevant education legislation
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Excellent communication skills, both written and oral with the ability to interact effectively with a variety of audiences. Flexible and adaptable Able to establish and maintain effective working relationships Strong organisational skills, an eye for detail and ability to meet deadlines Problem solver, able to make appropriate decisions Ability to work as part of a team and on own initiative Self-motivating with the ability to multi-task An empathetic yet assertive approach 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> An understanding of up-to-date safeguarding requirements and best practice. 	

OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Travel to the Trusts schools as required. 	<ul style="list-style-type: none"> • Driving license and own vehicle.
<p>Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>		