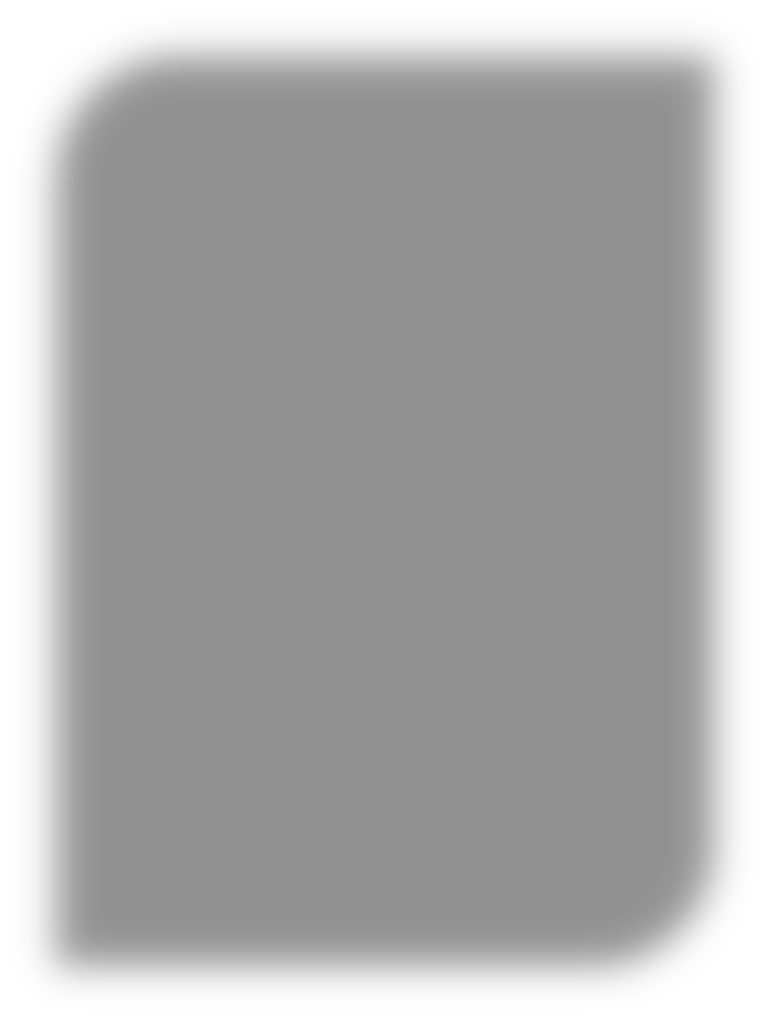
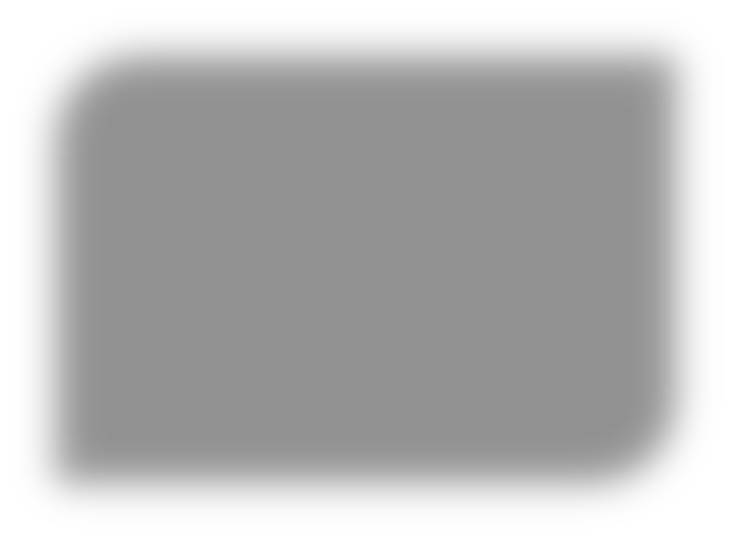
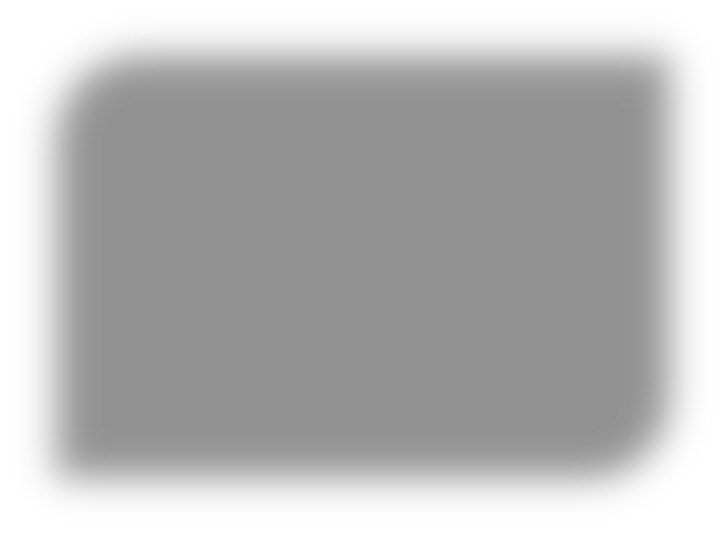


**Support Staff Application Pack**



Space Studio West London

Letchworth Avenue

Feltham,

TW14 9RY

T: 020 3696 8140

E: [office@spacestudiowestlondon.org](mailto:office@spacestudiowestlondon.org)

W: spacestudiowestlondon.org

**Welcome To Space Studio West London**

**From the Principal – Andrew Morgan**

Space Studio West London will eventually cater for 300 students aged 14-18 years and specialises in Space, Aerospace, Science, Engineering and Mathematics. The Studio School offers students the opportunity for students to work with local, national and international experts in the field and some exciting employers including The National Space Centre, UK Space Agency, European Space Agency, and the aerospace industry around Heathrow. Space Studio West London opened in September 2015 and places are available for students to join us this September in Years 10, 11, 12 and 13.

The Studio School is non-selective and open to students from anywhere, and the 75 students in each year group are mostly drawn from the growing population in the Feltham area but also from further afield, including West London and the Home Counties. Transport connections to Feltham are excellent. The location of a Studio School related to aerospace technologies in West London is unique and world leading.

We are looking for highly motivated and enthusiastic support staff who embody high aspirations and are committed to the highest standards of supporting teaching and learning. Our ambition is for Space Studio West London to be a world demonstration site for raising the aspirations of the entire community and for raising levels of achievement beyond excellence.

Teaching and learning at Space Studio West London will be primarily focused on Project Based Learning. In addition, since the Studio School has a small intake we are able to be flexible with working hours.

Are you committed to raising student’s aspirations? Do you thrive on challenge and high levels of expectation? If you can honestly say yes, then we are interested in hearing from you.

Yours Faithfully, Andrew Morgan

## Person Specification

|  |  |
| --- | --- |
| **Qualifications** | **Essential/Desirable** |
| A good standard of education  e.g. 5 GCSEs at A\*-C including English and Mathematics, or equivalent | E |
| **Experience, Knowledge & Skills** |  |
| Experience of prioritizing workloads, time management and dealing with conflicting priorities for themselves, and others on occasion | E |
| Experience of working in a school, academy or other educational based background. | D |
| Competent in use of IT, in particular telephony and emails | D |
| High level of accuracy in written work and data entry | D |
| The ability to produce clear and concise reports | E |
| Flexible, proactive, positive approach to work | E |
| Excellent customer service and communication skills, both written and verbal | E |
| Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information | E |
| The ability to engage effectively with different stakeholders such as pupils, parents/carers, governors and other staff members | E |
| Knowledge of legislation regarding health and safety, HR and school admissions procedures | D |
| Knowledge of child safeguarding procedures | D |
| Knowledge of schools and education | D |
| Knowledge of legislation regarding health and safety, HR and school admissions procedures | D |
| **Other** |  |
| The ability to work under pressure, whilst maintaining a good sense of humour | D |

**The Aspirations Academies Trust**

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students’ aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

The Aspirations Academies Trust in England benefits from QISA’s (The Quaglia Institute for Student Aspirations) remarkable record of more than 30 years of research and experience working with students, educators, and schools.

Aspirations is the ability to dream about the future while being inspired in the present to reach those dreams. The Aspirations Academies Trust was set up in England with the vision to combine the thirty years of educational research by Dr. Russ Quaglia on student aspirations with effective and innovative school improvement techniques in order to create truly outstanding schools that would fully prepare students to succeed in this exciting world.

Central to the philosophy of the Aspirations Academies Trust is the innovative Aspirations Framework developed by the Quaglia Institute for Student Aspirations (QISA) which outlines the belief that for all students to have high Aspirations, three Guiding Principles must be present: Self‐ Worth, Engagement, and Purpose. These Guiding Principles direct the development of educational experiences from the individual classroom to the entire school building. The Three Guiding Principles, in turn, are lived out through 8 Conditions that emphasise relationships, active and engaging teaching and learning, and a sense of responsibility over one's own aims and goals.

The 8 Conditions are: Belonging, Heroes, Sense of Accomplishment, Fun & Excitement, Curiosity & Creativity, Spirit of Adventure, and Leadership & Responsibility & Confidence to Take Action. Students who have high aspirations believe in themselves, are meaningfully engaged in their learning and the life of the school and work with intention toward their goals.

Our Aspirations Academies have a commitment to make certain that all young people achieve their fullest academic potential and become responsible citizens. To achieve this goal we are dedicated to promoting and putting into practice the Three Guiding Principles and 8 Conditions that foster student aspirations. Each Academy strives to ensure that all students have the opportunity to discover and appreciate their endless promise for a successful future.

The Aspirations Academies Trust considers that its beliefs and principles are applicable and effective with students from age 3 to 18. Each stage of a child’s education is extremely important ‐ pre‐ school, primary and secondary ‐ and should, where possible be coherent across the phases of education in the practice of developing the principles and conditions central to the beliefs and aims of the Aspirations Academies Trust. For this reason, we support primary, secondary and, where possible, all through (Ages 3‐ 18) academies.

At whatever stage a child joins an Aspirations Academy, whether it is at the age of three or sixteen, the aim is to provide each individual child with the best possible life chance. This is done through the achievement of the highest level of qualifications, the development of skills essential to success in an interconnected and highly competitive world, as well as encouraging the highest aspirations, expecting every student to gain a place at university or enter skilled employment.

**Safe Recruitment Procedure**

The Aspirations Academies 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. This process is outlined below, but can be provided in more detail if requested.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

## Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

## Interview

Long listed candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

## Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all case before an offer of appointment is confirmed.