



PA to the Senior Leadership Team

The Stockwood Park Academy are seeking to appoint a **PA to the Senior Leadership Team**. This is a key post within the Academy to provide a confidential secretarial and administrative service to members of the senior leadership team and to support the Head of School's PA as necessary.

The post requires a highly efficient and professional approach and calls for the ability to work on one's own and to use judgement and initiative, as well as the ability to work effectively and collaboratively as part of the administrative team to support the needs of the Academy. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is essential. The post will require flexibility in working hours (occasionally outside of school hours to support meetings and events) and a willingness to undertake training to meet the varying demands of the role.

At our academy, we are proud of the unrivalled education experience offered and you will certainly benefit from forward-thinking and supportive leadership and an encouraging and enthusiastic staff body. The Stockwood Park Academy has state of the art facilities which include sporting and performance equipment which the whole school body are able to enjoy.

It is incredibly important to us here at The Stockwood Park Academy that all our staff are valued, listened to, mentored, challenged and given adequate opportunities to develop.

Key Duties

- Providing a confidential secretarial support to the Senior Leadership Team, working efficiently and effectively with due regard to punctuality and meeting deadlines;
- Pro-active diary management (including making and monitoring appointments and diary conflicts);
- Preparing meeting agendas, taking and distributing minutes and associated papers;
- Making arrangements for visitors to the academy, including parking and catering for meetings and events; greeting visitors on arrivals;
- Maintaining confidential files and ensuring these are up to date; providing SLT with the appropriate information and files in advance of meetings;
- Maintaining filing systems;
- Processing correspondence and documentation;
- Preparing communications (composing letters/emails, proof reading and distributing communications via post and/or electronically);
- Producing reports;
- Responding to telephone and other enquiries from staff and parents;
- Liaising as necessary with staff, students, parents, professional colleagues, external agencies and the public;
- General office administrative duties; including ordering supplies as required;
- Undertaking project work as required.

The successful candidate will have

- At least three years or more experience of working as a PA / administrative environment;
- Experience of supporting managers across a variety of departments at different levels;
- Experience of working in Education would be desirable but not essential;
- Good IT and organisational skills;
- Can do attitude, flexible and a sense of humour.

Job Specifics

Start date asap

Salary NJC L5 15-18 £23,541-£24,982 FTE dependent on experience actual pro rata salary £21,276-£22,579

Job Role Permanent, Full time, Term time and INSET days plus 2 weeks, 8am – 4pm

Recruitment Timeline

9 th Sept 2021	Position is advertised
8am 28th Sept 2021	Closing date for applications
From 28 th Sept 2021	Shortlisting and contact with candidates - references will be requested
5 th Oct Sept 2021	Interviews

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



Why work for Stockwood Park Academy?

- £30 million state of the art building with well-equipped classrooms.
- 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 developmental needs.
- Excellent opportunities to develop and grow in a successful and expanding Academy.
- All teaching staff receive a laptop to use whilst in employment.
- Freshly brewed coffee for staff on arrival to the academy every morning.
- Employee of the month scheme winning shopping vouchers.
- Fantastic staff benefits that make a difference to your work life balance.

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/current-vacancies5/845.html>

We look forward to hearing from you!

If you have any questions about the role or would like to visit the Academy, please contact HR Recruitment, Jay Powell on 01582 211226 or 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 and personal qualities 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.

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 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: "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.



Welcome to The Shared Learning Trust

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust, as Principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength employing some 500 fantastic staff members who serve over 3,700 children within our communities. It is my privilege to be CEO of our family of schools and work with each Principal or Head of School to ensure the best possible education in their own Academy.



Our ethos is simple, to build a collaborative partnership of academies and schools that will provide exceptional educational provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to pursue their aspirations through a wide range of enrichment activities and initiatives. The experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

Cathy Barr, CEO

We recruit people for attitude and train for skills

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff helps us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to clearly articulate our vision, values and expectations when putting together information for applicants.

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 our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes,

Cathy



About The Shared Learning Trust

- The Vale Academy, Dunstable 2-11
- The Rushmere Park Academy, Leighton Buzzard 4-9
- The Linden Academy, Luton 4-11
- The Chalk Hills Academy, Luton 11-18
- **The Stockwood Park Academy, Luton 11-18**

We also offer a fantastic **Sixth Form** provision for students aged between 16-19, and this is based at both The Stockwood and The Chalk Hills Academy. Included in our Sixth Form provision is our Football Academy Pathway and **brand-new Cricket Academy Pathway**.

Our Academies are supported in their work by our **Teaching Trust, based at The Chalk Hills Academy**. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoelaces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

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 of 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.
- share strong Trust approaches to our key issues, for example, 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.

CPD and Training – We invest in you!

All five Academies at The Shared Learning Trust are a part of our Teaching Trust, which is based at The Chalk Hills Academy. We aim to offer exceptional teacher training and high-quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As The Stockwood Park Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.



Welcome to The Stockwood Park Academy



Louise Lee, Executive Principal



Mumin Humayun, Head of School

Dear Applicant,

It is a privilege and an honour to serve The Chalk Hills and The Stockwood Park Academy as Executive Principal.

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 The Stockwood Park 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.

***'It is the supreme art of the teacher to awaken joy in creative expression and knowledge.'* - Albert Einstein**

I am delighted to extend a warm welcome to you.

Best wishes,

Louise Lee & Mumin Humayun



About The Stockwood Park Academy

Providing the very best education for all our students is the simple goal for The Stockwood Park 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 Testimonials

I was appointed as the Senior Head of Year in November 2019. As a Pastoral Team we work hard to meet the varied needs of our students, firstly via the Tutors who are our 'face' of pastoral care. Our Heads of Year work closely to guide and support the Tutor teams, whilst maintaining an over view via liaison with Teachers, Faculty Leads, SEN, careers teams and our School Nurse. This robust approach ensures we support student's attendance, medical and learning needs, all with the aim to motivate and enthuse TSPA students to be their very best. Our pastoral care is firmly centred on encouragement and providing the stepping stones required to make progress, both academically and in terms of the student character. We want TSPA students to believe that they can realistically improve their academic outcomes and create pathways to a very successful future. For students who require greater support, we have a dedicated team of Pastoral Support Officers. The PSO team deliver Behaviour Modification sessions to help students make positive choices and manage their emotions and feelings healthily. Where a student requires more specific support, the PSO team work closely with attendance, safeguarding and refer to our in house Mentor and Conflict Resolution Manager as well as external organisations. Our pastoral systems have ensured that we have supported many struggling young people to return to the classroom to actively learn. We work daily to support basic physical needs, emotional needs the mental health needs of our TSPA students, resulting in them improving their engagement within the classroom.

- Leigh-Anne Hussain, Senior Head of Year, Pastoral Care

I've been fortunate to develop throughout my career at the Stockwood Park Academy. Since joining as an NQT History teacher, I have led teams as Head of History, Head of Humanities and been a member of our internal Teaching & Learning Team. Most recently, I have had the honour of being responsible for the development of teaching across the academy as Assistant Principal. We strive for every lesson to make a difference and recognise the importance of keeping abreast with the latest educational research and evidence to inform our teaching. We have worked hard to develop a common language across the school when discussing teaching and learning and believe that the teacher is the expert in the classroom so we put our faith in our colleagues to deliver in ways that will benefit our students the most. We support colleagues with a range of high quality internal and external professional development opportunities whilst seeking the best ways to further improve what we do best; teaching students so they can master the subject knowledge and skills that we care so passionately about.

- Joel Toomer, Assistant Principal



Job Description

Title: PA to the Senior Leadership Team
Line Manager: Head of School's PA

Contract: 37.5hrs per week term-time (39 weeks) plus 2 weeks per year, to be agreed in advance.

Purpose of the post

This is a key post within the Academy to provide a confidential secretarial and administrative service to members of the senior leadership team and to support the Head of School's PA as necessary.

The post requires a highly efficient and professional approach and calls for the ability to work on one's own and to use judgement and initiative, as well as the ability to work effectively and collaboratively as part of the administrative team to support the needs of the Academy. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is essential. The post will require flexibility in working hours (occasionally outside of school hours to support meetings and events) and a willingness to undertake training to meet the varying demands of the role.

Main Duties and Responsibilities

1. To provide an efficient, confidential and professional secretarial and administrative support to members of the SLT to support them in the delivery of their duties, assignments and initiatives. This includes, but is not limited to:
 - Providing a confidential secretarial support to the Senior Leadership Team, working efficiently and effectively with due regard to punctuality and meeting deadlines;
 - Pro-active diary management (including making and monitoring appointments and diary conflicts);
 - Preparing meeting agendas, taking and distributing minutes and associated papers;
 - Making arrangements for visitors to the academy, including parking and catering for meetings and events; greeting visitors on arrivals;
 - Maintaining confidential files and ensuring these are up to date; providing SLT with the appropriate information and files in advance of meetings;
 - Maintaining filing systems;
 - Processing correspondence and documentation;
 - Preparing communications (composing letters/emails, proof reading and distributing communications via post and/or electronically);
 - Producing reports;
 - Responding to telephone and other enquiries from staff and parents;
 - Liaising as necessary with staff, students, parents, professional colleagues, external agencies and the public.
 - General office administrative duties; including ordering supplies.
 - Undertaking project work as required.
2. To provide administrative support to designated Heads of Faculties/teaching staff as required:
 - Sending communications to parents/students by post or electronically;
 - Ordering resources as necessary, including purchase orders.
3. To assist the Head of School's PA and work with the administrative staff team to support the work of the Academy:
 - Support the work of the wider administrative team to ensure that the Academy runs well;
 - Providing cover on reception as required;
 - Support with staff morning/break or lunch duties.

Other Key Responsibilities

4. Managing the TSPA School Calendar.
5. Managing Event Proposals.
6. Events Management: assist in the organisation of Academy events (including sourcing suitable venues, catering requirements, liaising with VIP guests). This includes Open Evening in September and student Achievement evenings. Attendance at some evening events will be required.



7. To assist in the creation of school materials (newsletters/handbooks) as directed. Liaise as necessary with staff and outside agencies/printers; keeping to strict deadlines.
8. Administrative support for curriculum.
9. Administrative support for KS4 achievement as directed by the Achievement Lead.
10. Administrative support for pupil premium and the work of the DA Champion (including Franklin Scholars, Brilliant Club, Smiling Boys etc).
11. Administrative support for Year 9 Options; this includes disseminating information to staff/students/parents, collating options forms, organising interviews and liaising with the data manager.
12. Administrative support for parent evenings.
13. Maintaining the website: updating pages as directed (eg. curriculum pages, Year 9 Options information).

Context

All support staff are an integral part of the whole school team and are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. Our support staff strive to:

- Play an active role in developing and maintaining effective working routines at the Academy;
- Maintain an optimistic and positive attitude with colleagues and work to support and motivate others;
- Achieve a good working rapport with students and maintain a balance being friendly and approachable, and achieving specific work tasks;
- Be aware of, and sympathetic to, the best interests of the Academy and communicate these to parents and the wider community as required;
- Promote effective written and oral communication and the efficient storage and retrieval of information;
- Contribute to problem solving, decision making and managing change within the Academy;
- Contribute to achieving the stated aims and objectives of the Academy;
- Play an active role in activities related to the induction of new staff to the Academy;
- Collaborate with colleagues in using the resources of outside agencies to best effect and actively promoting a positive image for the Academy.

Support staff periodically take part in staff review/appraisal and undertake relevant INSET activities to up-date knowledge and skills.

Supervision

Organise own workload and priorities on a day to day basis. Ad hoc meetings with members of SLT and Head of School's PA to discuss any problems or queries.

This job description is current at the date shown and may vary over time, in line with the academy's requirements. This is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties. This job description will be reviewed annually.

Employees are expected to comply with any reasonable request from the Head of School to undertake work that is not specified in this job description. The job holder may occasionally be required to work additional hours, for instance to support events after school, and time off in lieu will be given.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The Stockwood Park Academy believes that every child does matter, and adherence to the Academy's Every Child Matters Policy is not only compulsory but should be practiced mindfully at all times.



Person Specification

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 essential criteria.** We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Attributes	Essential	Desirable
Skills and Experience:		
Minimum GCSE Grade C or equivalent including English and Mathematics	<input checked="" type="checkbox"/>	
Experience in a secretarial or PA capacity.	<input checked="" type="checkbox"/>	
Excellent ICT skills including Microsoft Word, PowerPoint, Excel, Outlook and database management.	<input checked="" type="checkbox"/>	
Experience of working in a school environment.		<input checked="" type="checkbox"/>
Experience of working in a complex, busy, service-driven environment	<input checked="" type="checkbox"/>	
Excellent written and oral communication skills.	<input checked="" type="checkbox"/>	
Strong interpersonal skills and the ability to establish effective working relationships with all levels of staff.	<input checked="" type="checkbox"/>	
Excellent organisational and administrative skills.	<input checked="" type="checkbox"/>	
Fast, accurate typing.	<input checked="" type="checkbox"/>	
Excellent attention to detail, drafting and proof-reading skills.	<input checked="" type="checkbox"/>	
Ability to take accurate minutes	<input checked="" type="checkbox"/>	
Previous experience in SIMs.		<input checked="" type="checkbox"/>
Able to organise workload to meet conflicting demands and deadlines, prioritising tasks as necessary; excellent time-management.	<input checked="" type="checkbox"/>	
Ability to remain calm and controlled under pressure.	<input checked="" type="checkbox"/>	
Able to exemplify good practice and work proactively while maintaining a high standard of professionalism.	<input checked="" type="checkbox"/>	
Able to work independently using own initiative and also to work well as part of a team.	<input checked="" type="checkbox"/>	
Ability to work flexibly to meet changing needs, busy periods and absence.	<input checked="" type="checkbox"/>	
An ability to take instruction and direction and take responsibility.	<input checked="" type="checkbox"/>	
Able to deal helpfully with and give accurate information to visitors, colleagues, parents, students etc	<input checked="" type="checkbox"/>	
A commitment to safeguarding and promoting the welfare of children and young people.	<input checked="" type="checkbox"/>	
A willingness to undertake additional training, keep up-to-date with changes and developments in good practice.	<input checked="" type="checkbox"/>	
Awareness of data protection.	<input checked="" type="checkbox"/>	
Personal Attributes:		
A strong work ethic, a willingness to work proactively and under pressure.	<input checked="" type="checkbox"/>	
Discretion and confidentiality.	<input checked="" type="checkbox"/>	
A sense of humour and positive attitude.	<input checked="" type="checkbox"/>	
Discretion and confidentiality.	<input checked="" type="checkbox"/>	
Excellent record of attendance.	<input checked="" type="checkbox"/>	
Energy and enthusiasm.	<input checked="" type="checkbox"/>	
Ability to think originally and creatively.	<input checked="" type="checkbox"/>	
Warmth and sensitivity.	<input checked="" type="checkbox"/>	
Equality Issues		
Able to recognise some forms of discrimination which commonly exist.	<input checked="" type="checkbox"/>	
Able to build good relate well to children and adults from a variety of backgrounds.	<input checked="" type="checkbox"/>	

Notes: This job description may be amended at any time in consultation with the postholder.

The School 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'.