



BEACON ACADEMY

Ambitious for excellence in all we do

CLERK TO THE TRUST AND BOARD OF TRUSTEES

Information for Applicants



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www.beacon-academy.org
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Headteacher: Ms A Robinson



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July 2017

Dear Applicant

Post of Clerk to the Trust and Board of Trustees

Thank you for your enquiry regarding the vacancy for the above named post.

The role is for 5 hours per week, term time only paid on Single Status Grade 7 which is currently £20,249 - £21,463, full time equivalent. Actual salary will be based on 5 hours per week, the majority of which will be during term time. Additional hours may be required outside of usual school hours.

All posts are subject to DBS enhanced clearance, health checks and satisfactory references.

Please find below relevant information, which has been prepared to help you with your application. It includes:

- The job description
- The person specification

Closing date: 10am on Thursday 31 August 2017

Interviews will take place as soon as possible after this date

A completed application form should be returned via email to vacancies@beacon-academy.org . Please be advised that we do not accept curriculum vitae.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further details please contact the Human Resources department on 01892 603078 or email vacancies@beacon-academy.org

Yours sincerely

Human Resources

Post of Clerk to the Trust and Board of Trustees

We are seeking to appoint a Clerk who is reliable, organised and flexible. They must pride themselves on attention to detail, take accurate minutes and have excellent interpersonal and communication skills. The successful candidate will provide a full administrative service to the board of trustees and its committees to enable proceedings to be conducted effectively and in accordance with legal requirements.

Context

We are a split site, rural, mixed 11-18 non-selective converter academy with approximately 1300 students, including over 250 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of destinations within the south east, including Brighton, Eastbourne, Lewes and Tunbridge Wells. We draw students from over 10 primary schools in Crowborough and the surrounding areas, while also attracting an increasing number of students from outside this traditional catchment area, from Kent and from the independent sector. This wide catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. Our sixth form provision is accommodated entirely at our Green Lane site, an 800m five minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

Vision, culture, expectations and outcomes

Our vision is to provide the best possible education for all of our students and to be ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

At Beacon Academy there is an expectation that as staff and students, we will work hard, be ambitious, self-motivated, inquisitive, resilient and determined to succeed. Our students work incredibly hard, are polite, respectful, well behaved, well presented and ready to learn. They are expected to be caring, considerate and tolerant in lessons, social time and whilst travelling to and from school. These areas are reinforced and adopted positively by staff and students alike – there is a tangible sense of pride in being part of Beacon. Our students are meticulously supported by our experienced, loyal, highly skilled and highly effective team of staff. This includes a dedicated, non-teaching Student Support Team consisting of a Head of Year (teaching staff) and an Assistant Head of Year (non-teaching staff) for each year group who support them throughout their time at Beacon Academy.

The rigorous focus on all of our students as unique individuals is paramount. There is an unprecedented determination and commitment from everyone who works at Beacon that they will succeed. We work diligently on our unapologetically high expectations, allowing us to foster exceptional relationships in an environment that is consistently calm, safe, happy and orderly. I have no doubt that the combination of this with our broad, balanced curriculum and outstanding teaching contributes significantly to our sustained improvements across the board. Our latest A Level and GCSE results are testament to this and to the teamwork of our phenomenal students and staff.

Despite a record decline in the national GCSE results we find ourselves once again significantly above county and national averages for both GCSE and A Level. Our results place us as a top performing school in East Sussex and nationally. For a more in depth look at our outcomes we have included an information sheet within this pack.

A few highlights from 2016 leavers are:

- For our actual results Beacon Academy is significantly above the national average for attainment and progress 8 overall as +5.3 this takes us into the top 25% of schools nationally.
- Beacon Academy is significantly above the national average for %A*- C English and Mathematics at 75% (national average is 62%) this means Beacon Academy is in the top 20% of schools nationally.
- For our value added our overall attainment and progress 8 Beacon Academy is significantly above the national average of 0 at +0.37. This means that Beacon Academy is in the top 15% of schools nationally for VA.
- Beacon Academy is 14% above the expected value for our % A*- C for English and Mathematics taking us into the top 5% of schools nationally.
- In 2016 when comparing expected rates of progress, Beacon Academy is placed 2nd in East Sussex
- Over 75% of our students gained an A*- C in English and Mathematics at GCSE (Basics)
- We achieved our highest ever 5 or more A*- C including English and Mathematics of 71%

- We also achieved our highest ever A*- A grades at 22%
- EBACC results at 41%

Our Sixth Form continues to go from strength to strength with consistently outstanding results. Our outgoing students from year 13 secured our best results ever.

- 100% pass rate
- Over 55% gaining A*-B grades at A Level
- Over 50% A* - B including A Level and equivalents
- 81% of students gained A*-C grades
- 80% of students who applied to university secured their chosen courses
- 28% of those went to Russell Group universities

At Beacon Academy, the quality of teaching, learning and assessment is expected to be highly effective, enabling all students to make excellent progress. Our performance management systems and associated continuing professional development and learning (CPDL) are tailored to support excellence in teaching, focussing entirely on what good and outstanding teaching looks like in each subject across each key stage. We have a highly acclaimed NQT and ITT programme, recognised as outstanding. Furthermore, we have developed a programme to continue to support teachers in their second and third year with our Recently Qualified Teacher (RQT) programme. We have also developed and deliver an internal Excellent Teacher Programme (ETP) to support colleagues with their CPDL.

We have also recently been designated as a National Teaching School and National Support School, and I have been designated as a National Leader for Education and furthermore, as a Consultant Headteacher for East Sussex County Council School Improvement Standards and Effectiveness Team. This will no doubt generate a great deal of interest in terms of school to school support and opportunities for our staff.

We invest in our staff and this has been recognised through the award in November 2015 of the prestigious Investors in People Silver status. This reflects our leadership, management, communication and training across the school.

Beacon Academy is on an exciting journey towards becoming an exceptional school. We are judged to be a good school with outstanding leadership. Ofsted and our results confirm this. Trustees, staff, parents and students know this. We have a rigorous, relentless and uncompromising focus on ensuring that all students leave Beacon with the best set of qualifications possible, equipping them for our rapidly changing, highly competitive but exciting world.

To apply

Once again, thank you for your interest in the post of Clerk to the Trust and Board of Trustees. If, like us, you are passionate about providing the best possible education for all students in a school with sustained improvement and a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form
2. Provide a letter of application that is no longer than 2 sides of A4. It is recommended that your letter is structured according to the main headings of the person specification.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

If you wish to have an opportunity to discuss this post informally, please contact Claire Murton, Executive Assistant to the Headteacher on 01892 603000, or email c.murton@beacon-academy.org

Completed application forms should be e-mailed to the HR Department at vacancies@beacon-academy.org

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



Anna Robinson
Headteacher

Examination Results

Key Stage 5 – A Levels & Equivalents

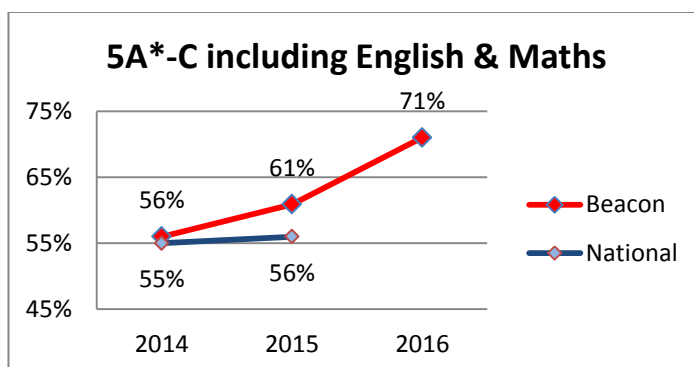
	2014	2015	2016 ⁺
	Beacon	Beacon	Beacon
A*-A	21%	24%	23%
A*-B	39%	47%	50%
A*-C	76%	77%	79%
A*-E	99%	99%	100%

Key Stage 5 - A Levels only

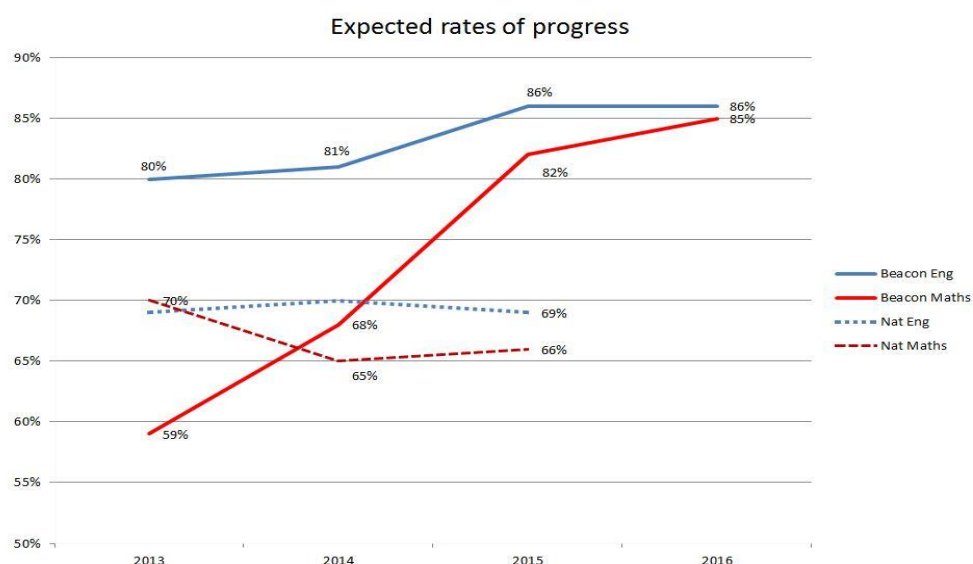
	2014		2015		2016 ⁺	
	Beacon	National	Beacon	National	Beacon	National
A*-A	17%	26%	21%	26%	24%	26%
A*-B	38%	52%	47%	53%	55%	53%
A*-C	73%	77%	75%	77%	81%	74%
A*-E	99%	98%	99%	98%	100%	98%

Key Stage 4 – GCSEs & Equivalents

	2014		2015		2016 ⁺
	Beacon	National	Beacon	National	Beacon
A*-A	23%	-	16%	-	22%
Basics (English & Maths A*-C)	63%	58%	69%	58%	75%
5 A*-C including English & Maths	56%	55%	61%	56%	71%
Attainment 8	-	-	4.91 C	4.81 C-	5.31 C+
Progress 8	-	-	0.19	0	0.38
English A*-C	72%	67%	80%	65%	80%
English Expected Progress	81%	70%	84%	69%	85%
English More than Expected Progress	50%	32%	40%	30%	43%
Maths A*-C	65%	67%	74%	63%	82%
Maths Expected Progress	68%	65%	82%	66%	85%
Maths More than Expected Progress	29%	29%	42%	30%	54%
EBacc	24%	24%	30%	24%	40%
Overall Attendance	94.3%	94.9%	94.4%	94.8%	95.0%



⁺ Provisional figures correct at time of publishing
 - National figures unavailable



National Comparisons

For our actual results Beacon Academy is significantly above the national average for attainment and progress 8 overall as +5.3 this takes us into the top 25% of schools nationally.

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East Sussex comparisons

Attainment

In 2016 Beacon Academy achieved 71% which places us at 5th in East Sussex for attainment.

Progress

In 2016 when comparing expected rates of progress, Beacon Academy is placed 2nd in East Sussex

School Admissions

November 2016	November 2015	November 2014
First Preferences = 185	First Preferences = 176	First Preferences = 160
Second Preferences = 38	Second Preferences = 30	Second Preferences = 29
Third Preferences = 29	Third Preferences = 13	Third Preferences = 18
Later first preferences = 3		
Total: 255	Total: 219	Total: 207

The above data conveys a 16% increase in first preference applications and a 23% increase in total applications.

Staff Testimonials

I initially joined Beacon Academy as a PE and Spanish teacher in September 2004. I was given the opportunity to develop my skills and understanding on how to become an outstanding teacher from my first year. Before commencing my teaching career I worked as a Personal Trainer in London and have not looked back since.

Over the years Beacon have given me many opportunities to develop by professional development having led on many areas such as Head of Year; Head of Key Stage; Head of Department (in two different subjects, Associate Assistant Head of Academy focusing on Progress and Achievement and in my current role as Senior Assistant Headteacher.

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Keith Slattery: Senior Assistant Headteacher



I started working at Beacon Academy in May 2014. My previous role working with vulnerable young people in Kent gave me the skills and experience I needed to apply for the post.

The interview tasks were tough and competition was high, but thankfully by the end of the day, I was informed that I had been successful and would start my new role in a month's time. From the day that I started, I was made very welcome by staff at Beacon and have joined a fantastic team who support each other and work hard to improve the outcomes for the students in our care.

The most rewarding part of my role is building successful relationships with students and their parents in order to support them with any difficulties they may be experiencing at home or in school. I feel settled and confident within the school. I am still learning and being faced with new challenges every day, but challenges that I enjoy and working within a school that recognize the importance of the Student Support role alongside teaching and learning to support the whole child's wellbeing.

Krysten Hicklin: Student Support Services Manager Year 7

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I've received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Imogen Mepham: Teacher of Mathematics



Having joined Beacon Academy as an NQT in September 2014, I have been fortunate enough to work alongside a supportive and passionate staff body, led by an exceptional senior team. The School's vision is clear: every student deserves to reach or extend their potential, and every staff member should enjoy and take pride in their role. There is an emphasis on Teaching and Learning, with a wide array of CPD events, and, opportunities to observe and share outstanding practice. The school has high standards on behaviour, which ensures that students can achieve and excel. Ultimately, it is an environment where teachers can teach, and students can learn.

Toby Horrocks: Head of History



At Beacon Academy, whether a student, a member of staff, a parent, carer or a trustee, we will all:

**Inspire one another
Believe in one another
Achieve our ambitions
Succeed in life**

JOB DESCRIPTION

JOB TITLE:	Clerk to the Trust and Board of Trustees
PAY SCALE:	Single Status Pay Scale Grade 7. Based on 5 hours per week, term time only. Additional hours may be required. Hourly rate equivalent to pay grade.
JOB PURPOSE:	To be accountable to the Board of Trustees, working effectively with the Chair of Trustees, EA to the Headteacher and other trustees. To secure the continuity of Board of Trustees business and observe confidentiality requirements. To advise on procedural and legislative matters to ensure the Board of Trustees works to the legal framework.
ACCOUNTABLE TO:	Board of Trustees, Headteacher and EA to the Headteacher

Main Duties and Responsibilities:

General

- Advise the Board of Trustees on governance, procedural, and constitutional matters.
- Provide administrative support to the governing board its committees and panels.
- Ensure the governing board is correctly constituted.
- Effectively manage information in accordance with legal requirements.

Key Tasks

- Keep up to date with current educational developments and legislation affecting Academy governance and advise the Board at meetings as appropriate and, if necessary, prepare briefing papers for Trustees.
- Ensure that statutory policies are in place and that a copy of policies and other Academy documents approved by the Board are kept in the school and published where relevant.
- Maintain a policy review cycle advising the Board accordingly to ensure that statutory and non-statutory policies are reviewed, approved and where required adopted at the appropriate time with assistance from key staff.
- Participate in professional development opportunities undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of services.
- Work effectively with the Chair of Trustees, the Board and EA to the Headteacher throughout the year to support and advise the board in carrying out its duties and responsibilities.
- Work effectively with the Chair of Trustees, Headteacher and EA to the Headteacher to prepare a purposeful and effective agenda for full board meetings, which takes into account DfE and Local Authority, and is focused on Academy improvement.
- Produce, collate and distribute the agenda and all supporting papers to all members of the board so that they are received at least seven clear days in advance of the meeting. Distribution of papers to be done by the methods agreed by the Board of Trustees.

- Work effectively with the Chairs of Committees and relevant senior staff to prepare an effective agenda for the relevant committee. Distribute agendas and relevant papers to the appropriate committee members in the agreed manner at least 7 days before the scheduled meeting.
- Attend full board and committee meetings as appropriate and take minutes, indicating who is responsible for agreed action points objectively detailing timescales for actions and obtaining progress reports as required.
- Maintain a Trustee training record and ensure Trustees are encouraged and invited to attend relevant training to enable them to carry out their role on the board, committees and panels effectively. Produce annually a skills audit of the board.
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee
- Record the attendance of Trustees at meetings and take appropriate action with regard to absences. Advise the Board of Trustees on procedures relating to absence and quorums and legislative and procedural matters, where necessary, before, during and after the meeting.
- Maintain records of names, addresses and category of board members and their terms of office the appropriate bodies are notified of all changes. Inform the board of any changes to its membership and maintain copies of current terms of reference and membership of committees and working parties and nominated Trustees and other key governance documents.
- Maintain a register of board pecuniary interests and review this annually.
- Administer, or assist with, the elections of parent and staff Trustees as required and induction programmes for all new Trustees.
- Ensure with the school, where appropriate, that Disclosure and Barring Checks/SCRR registration has been successfully carried out on any trustee when it is appropriate to do so.

General Support:

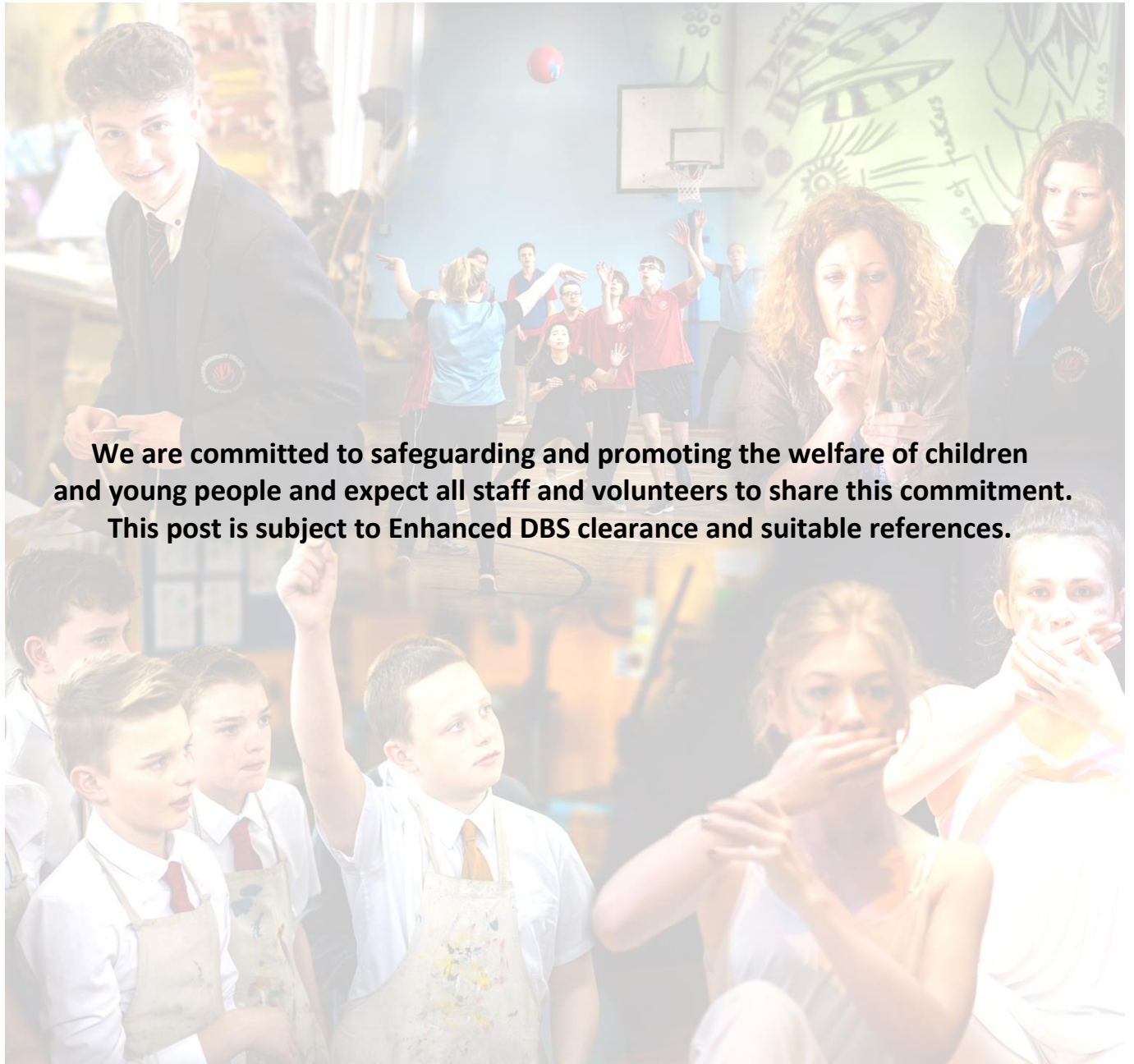
- Report student and Academy issues in line with the Academy's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required
- Be aware of and act in line with Academy policies and procedures as outlined in the Staff Handbook
- To handle all confidential correspondence and matters with discretion at all times
- Perform such other tasks as may be determined by the governing body from time to time
- Participate in Performance Management

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

JOB TITLE:	Clerk to the Trust and Board of Trustees
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Essential	Desirable
Qualifications <ul style="list-style-type: none"> The successful candidate will demonstrate a willingness to attend relevant training. 	<ul style="list-style-type: none"> Relevant clerical, secretarial, administration or customer service qualification The candidate will have attended the National Programme for Clerks.
Experience The successful candidate will have experience in the following areas: <ul style="list-style-type: none"> Record keeping Information retrieval Dissemination of governing board data and documentation 	In addition, the successful candidate may have experience in the following areas: <ul style="list-style-type: none"> Writing agendas, along with accurate and concise minutes Organising meetings Using the internet to access relevant information Developing and maintaining contacts with outside agencies Working in an environment where they have experience of taking initiative Working as part of a team
Knowledge, skills and abilities The successful candidate will have the ability to demonstrate the following: <ul style="list-style-type: none"> Good listening, oral and literacy skills The ability to organise time Working to deadlines 	In addition, the successful candidate may have knowledge of the following: <ul style="list-style-type: none"> Governing board procedures Educational legislation The respective roles and responsibilities of the governing board Equal opportunities and human rights legislation Data protection legislation
Qualities <ul style="list-style-type: none"> Ability to demonstrate and maintain integrity, impartiality and confidentiality. Willingness to work at times convenient to the board of trustees including evening meetings. To produce evidence of personal and professional development and an openness to learning and change. Ability to demonstrate commitment to equal opportunities. Sensitive to the differing perspectives of those who work in schools. 	



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to Enhanced DBS clearance and suitable references.