



The **St Lawrence** Academy

Application Pack
for
Student Progress Leader
The St Lawrence Academy
Scunthorpe



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The St Lawrence Academy is a small-oversubscribed academy for 11-16 year old boys and girls of all abilities, we currently have a roll of 750. We serve a diverse community in Scunthorpe, North Lincolnshire. Ofsted stated that we continue to be a good academy (June 2016). Our recent SIAMs inspection (April 2016) rated us as outstanding in all areas. We are an inclusive academy striving to meet the needs of all our learners in our caring environment. We welcome students from all backgrounds and faiths, regardless of ability. We are sponsored by the Diocese of Lincoln and have a strong Christian ethos and we are an equal opportunities employer.

At the academy, we want all students to feel included and be inspired to develop their talents - whatever they may be. We offer a broad balanced curriculum and an environment for learning which inspires our students to do their very best. This is what we expect.

We are seeking to appoint a highly motivated Student Progress Leader to join our successful Inclusion Department. The role will focus on working with students and their families to remove barriers to learning and to raise levels of achievement. The successful candidate will work with students who have behavioural, social, emotional, and attendance issues. You will support students to develop coping strategies, enhance motivation, raise aspirations and encourage re-engagement with learning.

Our students are excellent ambassadors for the academy and are proud to wear our uniform and be part of our aspirations for their future. We want them to be determined to succeed, confident in their abilities and fully involved in the life of the academy, the local community and beyond.

Student Progress Leader
Term Time Only plus 5 days (0.84 FTE)
Grade 6 Pt 20 to 25 £16321 to £19032 (Actual)
Required for September 2018 (one year fixed term contract)

We are looking for a person who:

- Demonstrates an excellent knowledge of a range of Inclusion related issues
- Demonstrates a clear commitment to raising achievement and is passionate about making a difference to the lives of young people
- Has a background in counselling, youth work, social work or teaching, and experience of working in a team
- Is well organised, inspirational, committed and hard working
- Is able to assist the Achievement Team Leader in improving outcomes for our students
- Has excellent communication skills
- Has flexibility, vision and commitment

We can offer:

- A dedicated and enthusiastic team of teachers and support staff
- An excellent reputation in the local community
- A CPD programme for all staff
- Superb facilities and resources
- Aspirational and hard working students
- Strong parental engagement
- High standards and expectations

This post would suit:

- An applicant with experience in dealing with a range of complex underlying issues that may impact negatively on learning and achievement, such as bereavement, low self-esteem, low aspirations, mental health issues, relationship difficulties, bullying, peer pressure and family issues or concerns.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

For further information visit our website www.tsla.co.uk, alternatively please contact Helen West, Assistant Principal for Inclusion and Achievement on 01724 842447 or via email hwest@tsla.co.uk.

To apply please download and complete the application form from our website and submit to Lorna Johnson, PA to the Senior Leadership Team, to ljohnson@tsla.co.uk. **Closing Date : Wednesday 21st February 2018 at 9am. Interviews on Wednesday 28th February 2018.**



The St Lawrence Academy



From January 2018

Principal

- Strategic Planning and Development
- Vision, Ethos and Distinctiveness
- Every Child Matters & Personalisation
- Admissions and Appeals
- Academy Self Review/Evaluation
- Inspections and Accountability
- Partnerships and Collaboration
- Performance Management
- Staff CPD, Training and Support
- Succession planning/development
- Academy Diary and Calendar
- Leadership and Student Engagement
- Outcomes for Students
- Line Manage Assistant Principals

Director Finances & Resources

- Budget and curriculum costing.
- Value for money analysis.
- Sustainable financial planning.
- Capitation, SLA's and contracts.
- Recruitment – Strategy/Process.
- Staff Well-Being and Attendance
- Personnel – internal matters.
- Health & Safety.
- Trips, visits and events planning.
- Buildings and Environment.
- Services and infrastructure.
- Generation of Income.

Assistant Principal Inclusion & Achievement

- Safeguarding/Child Protection.
- Inclusions and Support
- Pupil Premium provision
- Rewards and Sanctions
- Maximising Student Achievement
- Progress of Vulnerable Students
- SEN and LAC Students
- SENCO Strategy and Support
- Multi-Agency Support / Referrals
- KS2-3 Transition

Assistant Principal Learning and Progress

- Progress 8 & Attainment 8
- Learning and Teaching
- PIXL strategy, impact and value.
- Subject self review/accountability
- Work Scrutiny and Feedback
- Banding and Setting
- Classroom standards/expectations
- Numeracy and Literacy standards
- Digital learning and barriers
- Learning and Progress Champions
- KS3-4 Transition and Options
- Assessment and Reporting

Senior Leader Employability & Leadership

- Student engagement and participation
- House RADs and PSHE&C
- Employer Engagement, Apprenticeships
- Maximising potential and PIXL Edge
- KS4-5 Transition and destinations data
- Employability Skills
- Investors in Pupils, Student Voice
- Academic and Pastoral Form Tutoring

Senior Leader Learning & Progress

- Progress 8 & Attainment 8
- Learning and Teaching
- Work Scrutiny and Feedback
- Student Outcomes
- PIXL strategy
- Classroom standards/expectation
- NQT and ITT

Senior Leader Learning & Progress

- Progress 8 & Attainment 8
- Learning and Teaching
- Work Scrutiny and Feedback
- Student Outcomes
- PIXL strategy
- Classroom standards/expectation
- Exams/Results Analysis and Feedback
- Progress Test diagnostics

Middle Leaders

House Leader Gold

House Leader Ruby

House Leader Emerald

House Leader Amethyst

House Leader Turquoise

ATL Year 7

ATL Year 8

ATL Year 9

ATL Year 10

ATL Year 11

Curriculum and Progress Leaders MFL, Science, Humanities, Computing

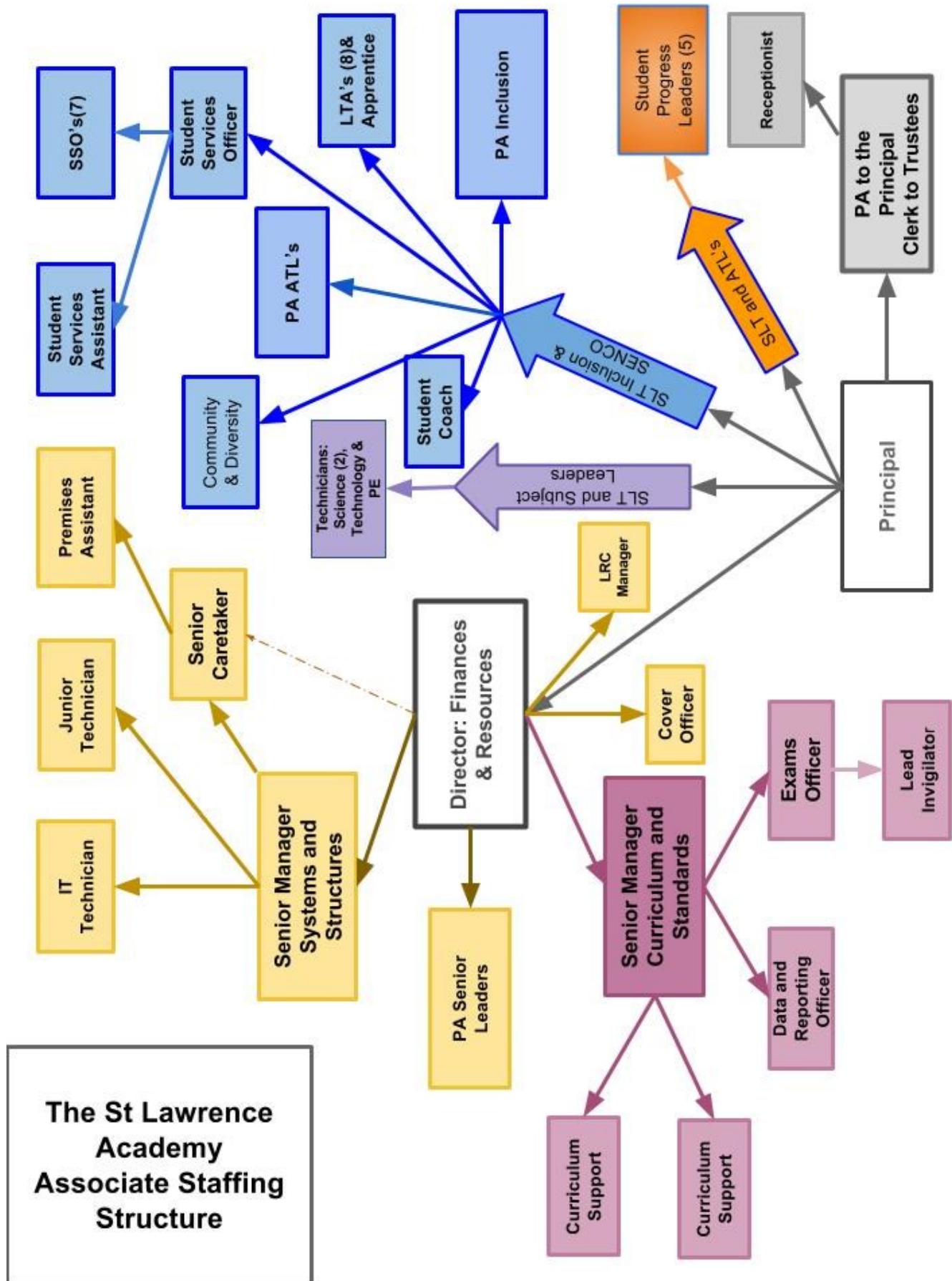
Curriculum and Progress Leaders English and Maths

Curriculum and Progress Leaders Technology, PE, RE, links to 14-19 courses

The St Lawrence Academy Staffing Structure



The St Lawrence Academy



The St Lawrence Academy Associate Staffing Structure



The St Lawrence Academy



the **ST LAWRENCE** academy

Welcome Letter from the Trustees

Dear Applicant

Many thanks for your interest in this post here at The St Lawrence Academy. We are a Church of England sponsored Academy who successfully welcomes students of all faiths. We currently rejoice that in this multicultural part of Scunthorpe we have 44% of our students who we would identify as from other faith traditions.

Our Academy vision is underpinned by the Christian ethos with it's core values of truth, justice, forgiveness, generosity and respect. These values are explicit and implicit in every aspect of Academy life. We believe that our Academy is a place where students and staff are able to realise their potential. We believe that this aspiration is achieved when the God-given dignity of each person in the community of the Academy is celebrated and respected. We believe that spirituality, in it's broadest sense, should be a feature of the life of the Academy. We are an inclusive community offering a rich curriculum that enables our students to flourish. The evidence of this is in the outcomes our students achieve in and beyond the Academy.

Our previous Principal has fulfilled this vision in the fullest possible fashion, and led us into our current strong position and has passed on the challenge to the new Principal, Mike Adnitt. As trustees we are keen to ensure that The St Lawrence Academy would be the place for you to help continue our journey from Good to Great.

The scope of this letter precludes us from celebrating with you all the details of our successes, and also of the journey yet to be undertaken. We strongly suggest that if you are interested in finding out more about us, you visit our website www.tsla.co.uk and contact Sally Simpson, Clerk to the Trustees, (ssimpson@tsla.co.uk), to arrange a visit. We look forward to hearing from you.

Yours sincerely

Martin Monks (Chair of Trustees)



Job Description

Post: Student Progress Leader (SPL)

Responsible to: Line Manager – / Assistant Principal for Inclusion and Achievement / ATL

Core Purposes:

- The core role will be to work with, and support a specific ATL on all matters relating to student progress within that particular year group

Main duties/responsibilities of the post:

- To work closely and alongside the designated ATL in order to identify barriers to learning, areas of concern and areas of efficiency
- To monitor student attendance and observe patterns of absence and punctuality liaising with Student Services, the ATL, and parents/carers when anomalies arise and support appropriate action when needed. To work with the ATL to set targets for the year group and for each tutor group and specific students where necessary
- Report all incidents of Child Protection to the Designated Safeguarding Lead (DSL) and assist as directed, following procedures
- Manage and attempt to resolve bullying issues within the year group and complete referral form for further intervention, if necessary, to the Anti Bullying Coordinator and ensure actions/support is in place
- Supporting students in lesson – working with students who have emotional, behavioural or social difficulties to enable them to focus on improving levels of attainment, to stay on task and make better progress, thus improving achievement
- Intervene and attempt to resolve instances of behaviour, emotional, and, or, social difficulties, diffusing difficult situations and logging instances on SIMS, with the aim of improving behavioural skills
- Identifying student's progression/non progression and putting strategies into place (to assist recovery) as and when required, e.g. group work or 1:1 sessions
- To support and liaise with teaching staff and ensure students are in an appropriate learning environment which best suits their needs to maximise their potential
- Identify students with behavioural issues and build positive relationships in order to allow students to discuss any issue's/problems they may, have encouraging students to adopt the Academy core values



- Analysis/tracking of weekly reports, providing information for both teaching staff and tutors for students with behavioural issues and to put in place strategies to prevent further challenges arising, including the monitoring of weekly reports on student progress and attainment
- Placing students on report and taking appropriate action, rewarding positive behaviour and sanctioning inappropriate behaviour
- Providing a positive link between the Academy and home carrying out home visits if necessary
- Communicate with parents to help support student motivation and progression both academically and pastorally
- Patrol Duties – Patrolling the Academy during lesson times, responding to calls of negative behaviour from Patrol Base, diffusing classroom disagreements both promptly and effectively in order to reduce disruption and maximise learning potential of all students. Placing students on internal referral or worst case scenario obtaining permission from a member of SLT in order for student to be placed in Isolation. Collecting work for students who have been placed in Isolation and on completion of work referring to the relevant teacher for assessment.
Mediate between staff and student on occasions where the situation is volatile
- Liaising with Teaching Staff and collating work for excluded students, contacting parents/carers and arranging collection of work
- Attending year group Inclusion Panel Meetings and year group functions (celebration evenings, school outings etc.) and other whole academy events
- Work closely with the year LTA to provide best support for ALN students, regardless of their need
- Invigilate year exams taking the lead as and when required
- Key Stage Three – Year 7 Transition, Year 7 Camp, Year 8 Options – to be involved in all year activities to ensure students are supported
- Key Stage Four – Year 10 Work Placement, and Work Experience, Years 9, 10 and 11 College programmes, Year 11 Valediction, Year 11 Intervention timetables and any other specific events i.e. Careers Fair...
- Be part of the Academy Duty Rota along with the year team
- Ensure that all relevant staff are updated regarding incidents/actions/referrals via the most appropriate channel
- To facilitate Early Help meetings and attend Child in Need meetings or Child Protection conferences when required

General

- You will be expected to carry out all duties in the context of and in compliance with the Academy and Local Authority's Equal Opportunities Policies



- This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually with the post holder and may be subject to modification or amendment

Selection Criteria:

- A willingness to work in a Church of England Sponsored Academy and fully support the vision and ethos of the academy
- A good standard of professional behaviour
- The ability to operate and use various pieces of technology, good working knowledge of SIMS electronic communication...
- Experience of setting up and interrogating SIMS (School Management Information System) and other databases
- Effective communication skills:
 - ◇ spoken – to deal with a variety of people at all levels from within and outside the academy, both in person, over the telephone and electronically, in a confident and sympathetic manner
 - ◇ written – to record accurate telephone messages and maintain records
- Ability to take simple minutes at meetings and work beyond contracted hours if required
- The ability to remain calm and meet predetermined deadlines whilst working in a pressurised environment with constant interruptions for a variety of reasons
- The ability to work as part of a team but also to be able to lead
- Willingness to undertake first aid training, if needed.
- A willingness to undertake relevant training in order to assist personal development and enhance the duties of the post.
- A commitment to the Academy's and Local Authority's Equal Opportunities Policies.

NOTES:

- ◇ The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- ◇ 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. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Principal/ Line Manager.
- ◇ This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
- ◇ Job descriptions will be reviewed annually.



Person Specification

Personal and professional characteristics

- Have high expectations of themselves and others within the academy community.
- The ability to inspire the trust and confidence of staff, students and parents.
- Be pro-active and self motivating with a readiness to innovate.
- Be relentlessly positive
- Embrace change and be passionate about improvement
- Demonstrate a growth mindset and encourage it with others
- Be consistent and fair
- Have an excellent attendance and timekeeping record
- Be determined to close the gaps between student achievement and potential

Experience

- Experience of working in education, either mainstream or specialist settings
- Experience in supporting students with a range of Inclusion issues
- Experience of developing effective strategies to promote inclusive learning.
- Experience of working with external agencies such as social care
- Experience of contributing to or leading an Early Help Plan
- Experience of working under pressure to tight deadlines
- Experience of contributing actively to dealing with potentially difficult and disruptive situations
- Experience of working with students with challenging behaviour
- Experience of creating and monitoring learning/behaviour plans
- Experience of mentoring/coaching/conselling students on a 1-1 with successful outcomes
- Experience of dealing with child protection issues
- Experience of working with children and families from a range of cultures represented locally.
- Experience of working with students and parents who have disengaged with school
- Experience of conflict resolution with students

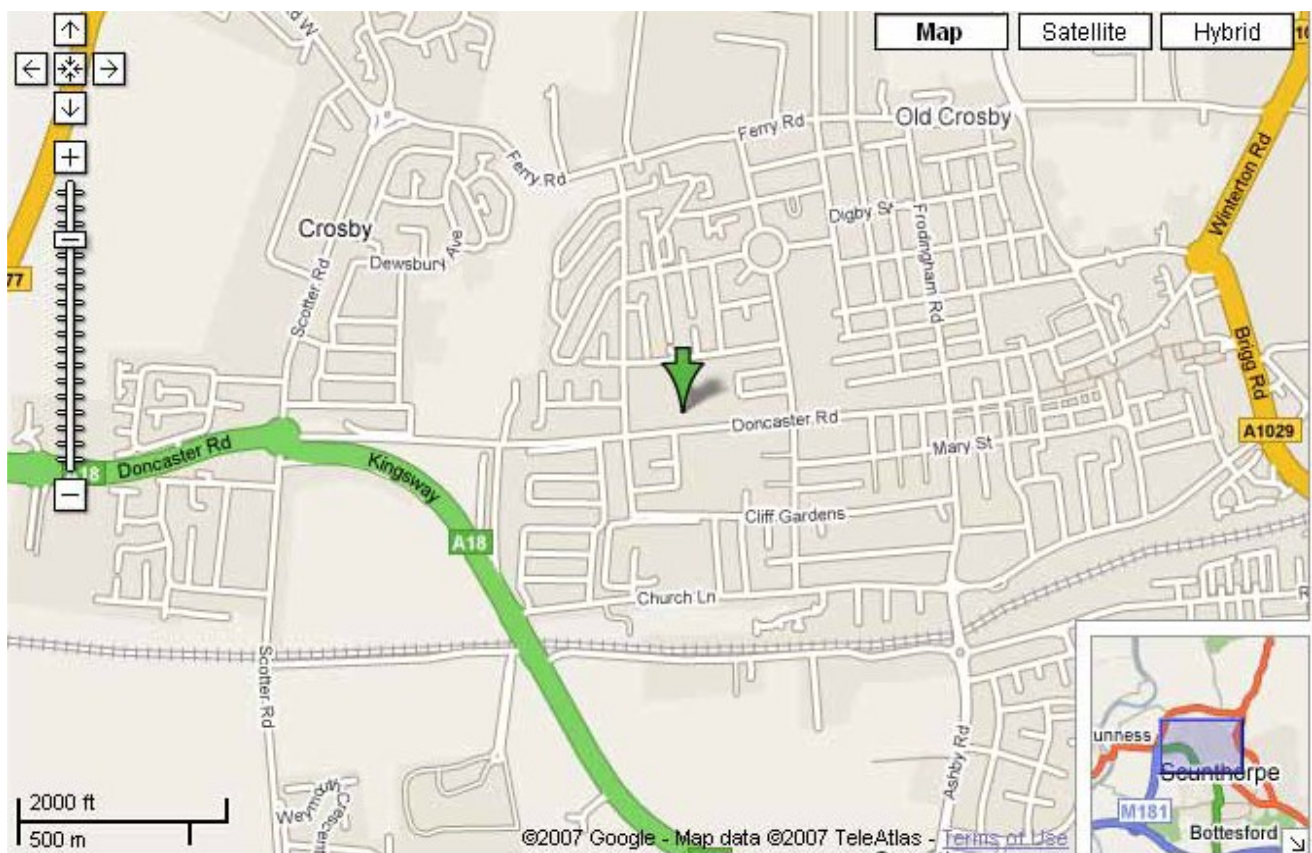
Knowledge, Skills and Aptitudes

- Commitment to continuous professional development
- Commitment to diversity, safeguarding and health and safety
- A commitment to developing partnerships with parents and the wider community.
- Understanding the need for confidentiality and Data Protection
- Knowledge of SIMS.net or SIMS suite of software is desirable
- Ability to communicate clearly in writing and orally to all stakeholders
- IT skills/ability to be self-sufficient in terms of administration
- Ability to work as part of a team and on own initiative
- GCSE English and Maths or equivalents at grade C or above
- Good organisation, time management, communication and interpersonal skills.



Location for The St Lawrence Academy

Doncaster Road
SCUNTHORPE
North Lincolnshire
DN15 7DF





The St Lawrence Academy



Living in North Lincolnshire



Predominantly a rural area, North Lincolnshire is made up of a series of thriving historic markets towns surrounded by many small villages, hamlets and breath-taking countryside. In its centre is the bustling urban heart of Scunthorpe; this industrial garden town provides North Lincolnshire with its main focus for education, retail and industry. Homes in North Lincolnshire have remained affordable despite a staggering national rise.

Following millions of pounds of private sector investment over the past few years, Scunthorpe town centre has a vibrant mix of high street names and speciality boutiques. The town centre offers two main shopping precincts. The Parishes and The Foundry, independent retailers and a thriving general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking.

Location

With excellent and uncongested motorways, you can reach North Lincolnshire quickly and easily. The M180 connects directly to the M18, which offers onward links to the M62, A1 and M1. The Humber Bridge is easily accessible, 17 miles away from Scunthorpe.



Scunthorpe is home to Scunthorpe United Football Club who are currently a top team in League One. The St Lawrence Academy is base for the Scunthorpe United Youth Squad who train in the academy grounds they also mentor and conduct workshops and projects with our students.





How To Apply

Closing date: Wednesday 21st February 2018 9am

Shortlisting: Thursday 22nd February 2018

Interviews: Wednesday 28th February 2018

Visits to the academy:

Candidates who wish to visit the academy prior to completing their application, or would like a professional conversation with the Assistant Principal for Inclusion and Achievement, Helen West should contact the PA to the Senior Leaders Lorna Johnson, ljohnson@tsla.co.uk or call 01724 842447 in order to arrange a convenient time.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Applying

If you decide to apply for this post please download an application pack along with the Application Form from our website www.tsla.co.uk

We expect a formal letter of application (supporting statement), along with the Application Form, and it should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification.

Please return your completed application to Lorna Johnson ljohnson@tsla.co.uk