



Outcomes Focused, Child Centred



**Expectations for Learning
Administrator
Recruitment Pack**

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Welcome from the Chief Executive

On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.

We are unswerving in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

Welcome from the Principal

I am incredibly proud to be the Principal of Walbottle Academy. I feel privileged to lead such a talented, committed and hardworking community of pupils and staff.

At Walbottle Academy, our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life. We demonstrate a relentless daily commitment to our high expectations as we prepare our pupils for the challenges of a rapidly changing world. We are keen to share and for our community to understand our vision and how this underpins all that we do:

“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

It is a fantastic time to be part of our community and we firmly believe our staff will be incredibly successful as part of our academy and our Trust.

Mr M Wood
Principal

Northern Education Trust

Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

Our Academy

Transformational, Exciting and Proud.

Walbottle Academy has recently experienced significant changes, including improvements to the students' culture of learning. The academy has a fantastic praise culture that encourages students to be proud of their work, share their learning and to celebrate their achievements. The positive environment Walbottle Academy provides, ensures local children are proud of their academy, proud of themselves and are encouraged to do well.

As the largest academy within Northern Education Trust, staff at Walbottle Academy describe it as a sleeping giant. Despite having only joined Northern Education Trust in 2020, Walbottle Academy has seen rapid school improvement throughout. The huge impact of the Trust on the academy has resulted in systematic changes, structural alterations and enhanced leadership that has all worked together to drive phenomenal positive changes for both staff and students. Through the sharing of the Trust's vision and values, Walbottle Academy's staff and students have been united through a consistent, outcomes focused approach to teaching and learning that has helped progression to continue.

Overall, Walbottle Academy is still early in its journey but has already felt the overwhelming positivity that comes from being part of Northern Education Trust. Its community is united on improving outcomes and life chances for its students, maintaining a high culture of expectations and creating a positive space for students to thrive. Staff work together to do everything they can to raise students' aspirations and push individuals to achieve their potential – enhancing the life chances of the children and young people in their care.

Across our trust our support staff benefit from:

- High expectations and standards of all students
- Praise culture for staff and students
- Highly present and supportive leaders
- A dynamic enrichment programme for staff to be part of
- Bespoke CPD opportunities through the NET Staff College
- Succession planning and career development opportunities across the trust
- Staff make automatic progress up the pay scale within their grade
- Opportunities for career progression through our DEEPS model including being part of the senior leadership team
- A central team who provide strategic and operational support as well as training
- A large, dynamic and highly valued support staff team
- Access to Health Assured our wellbeing employee assistance programme

Academy life

For the most recent updates on academy life visit:

Web: <https://wba.northerneducationtrust.org>

Twitter: [@NETWalbottle](https://twitter.com/NETWalbottle)

Facebook: <https://www.facebook.com/NET-Walbottle-Academy-100472772053946>

The Application Process

Thank you for your interest in this role within Walbottle Academy.

The information, job description and person specification have been provided to help you decide whether you wish to apply and, if so make an effective, good quality application.

Please take the time to match your skills, experience and aspirations against these when reaching your decision.

The Application Form

It is important that you complete all sections of the form and you provide full accurate information in each section. CV's will not be accepted.

After the closing date all applications will be examined and shortlisting will take place. You will be notified at this point if your application has been unsuccessful by email or you will be invited for interview. Details of interviews and any required tasks that you may need to prepare for will be sent to you. At this point references will be sought if permission has been given.

On the day of interview, you will also be asked to bring various forms of identification and original certification as declared on your application.

Post interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment which will be followed up with a conditional job offer.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter

Further Information

For further information contact Sophie Martin on telephone number 0191 2678221 or email s.martin2@northerneducationtrust.org

Walbottle Academy is committed to Safer Recruitment. Pre-Employment Checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS Checks. We expect all adults who work in our academy to share our commitment to Safeguarding and the Health and Well-Being of our Students.

Job Description



Northern Education Trust – Job Description

Job Title:	Expectations for Learning Administrator	JE Reference:	JE026
Base:	Academy		
Reports to:	Inclusion Co-ordinator	Grade:	Grade 3 SCP 7 – SCP 8
Service responsibility:		Salary:	£22,369.00 - £22,777.00 (FTE, Salary to be pro rata)
Additional:		Term:	37 hours, 39 weeks

JOB PURPOSE

- Under the direction of senior staff, co-ordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning

JOB SUMMARY

1. To be a first response for everyday student problems
2. To investigate reported incidents of poor behaviour
3. To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the academy and home
4. To liaise with the relevant staff on actions to be taken
5. To administer appropriate sanctions
6. Supporting parents and students in crisis, liaising with identified personnel
7. To arrange for units of work and/or specific skills development with individual students to be provided
8. To monitor the behaviour and progress of these students
9. Organise and provide appropriate work and supervision to these students, and be responsible for them until an appropriate member of staff is available
10. To co-ordinate C5s, liaising with parents, students and staff
11. To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues
12. To provide information, reports and analysis on student behaviour
13. To maintain the Expectations for Learning Room to ensure it provides an appropriate environment for students
14. Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with

- 15. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 16. Be aware of, support and ensure equal opportunities for all
- 17. Contribute to the overall ethos/work/aims of the academy
- 18. Assist and support the role of other professionals
- 19. Attend and participate in relevant meetings as required
- 20. Participate in training and other learning activities and performance development as required
- 21. Assist with student needs as appropriate during the academy day
- 22. To comply with the academy’s Safeguarding Procedures, including regular liaison with the Designated Safeguarding Person over any safeguarding issues or concerns
- 23. To comply with academy’s policies and procedures at all times

GDPR

- 24. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

- 1. To follow all safeguarding and child protection policies and procedures
- 2. This role wholly or mainly involves working with children

General

- 1. To participate in wider trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date:

Person Specification

Northern Education Trust
Post: Expectations for Learning Administrator
PERSON SPECIFICATION

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	
EXPERIENCE				
3.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓	✓
4.	Experience of using Microsoft Office packages	E	✓	✓
5.	Experience of working in the school's sector	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Excellent communication and listening skills	E	✓	✓
7.	Excellent organisational skills and time management, to ensure that all the stages of the Consequences system are completed and followed systematically	E	✓	✓
8.	The ability to operate with absolute discretion and confidentiality at all times	E	✓	✓
9.	Ability to build effective working relationships with students and colleagues at all levels	E	✓	✓
PERSONAL QUALITIES				
10.	A strong commitment to the Trust values and ethos	E	✓	✓

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
11.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
12.	A flexible approach and a strong work ethic	E	✓	✓

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