



## **Job Application Pack**

**Academy Manager**

**Full Time, All Year Round, Permanent**

**Grade 11, Points 32 to 36, £40,220 - £44,428 per annum**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first three years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy’s vision of ‘Together We Make a Difference’ underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school’s motto ‘Lead, Believe, Create, Succeed’ was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, ‘Ambition, Manners and Achievement’. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



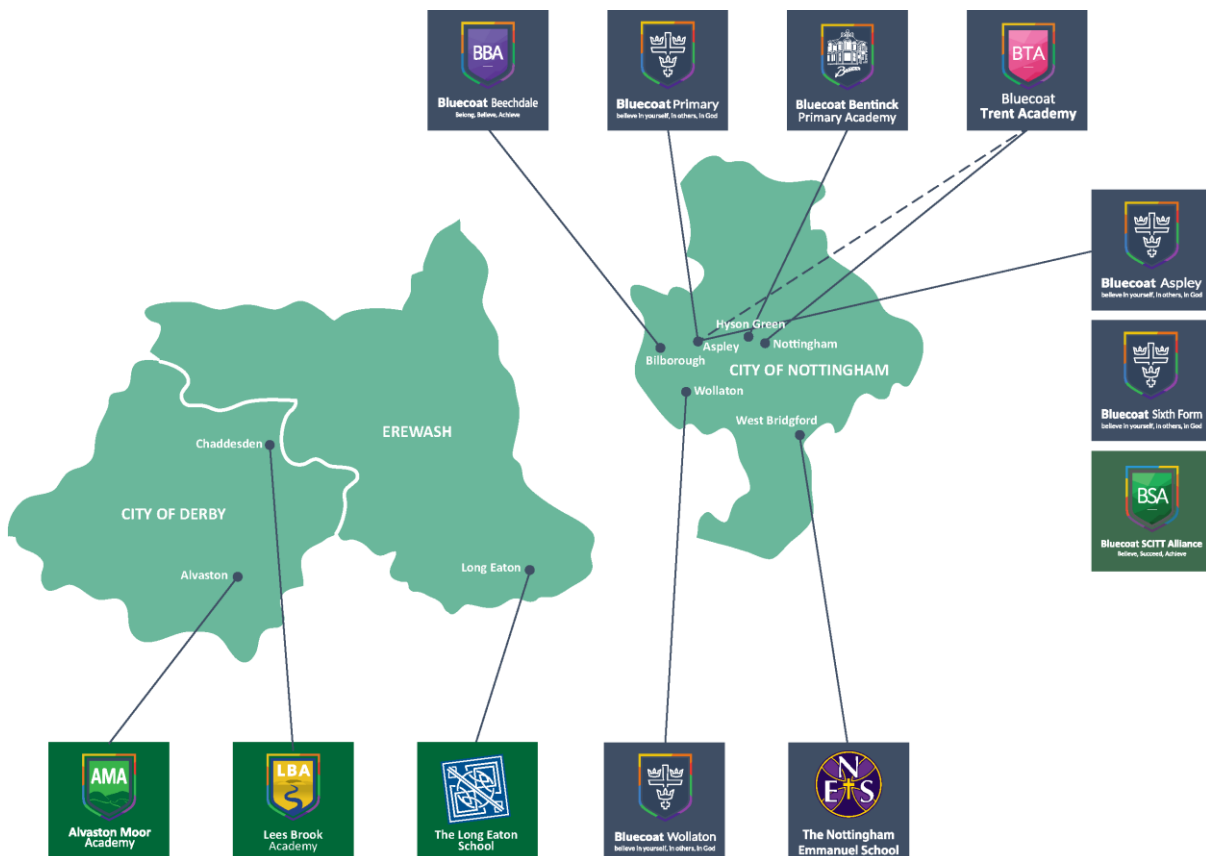
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Principal - *Ambition, Manners, Achievement: Hard work conquers all*

Thank you for showing an interest in becoming part of our team at Alvaston Moor Academy. Alvaston Moor Academy joined Archway Learning Trust in February 2021, beginning a new era of education for students in the Alvaston area.



Our vision is based on the belief that with hard work everyone can achieve. We want and expect only the best for our students and we will go above and beyond to ensure that is the case. We believe every child is unique and can be successful and we have high expectations of all. The education opportunities provided allow every child to make the best possible progress whilst at Alvaston Moor Academy, preparing them well for the next stage of their life. Our staff are determined to demonstrate that there are no barriers to learning and that all young people can be successful in their own way, regardless of their background. We consistently strive to help our students to become better learners; to increase their resilience and to raise their aspirations.

We are looking for ambitious staff who will lead by example. We expect all staff to be leaders, whether within their own classroom or within the leadership structure of the school. We expect staff to show an uncompromisingly high drive to succeed and the focus of all staff must be on the relentless desire to improve Teaching and Learning. Whether it's progressing on to university, securing an apprenticeship, or entering the workplace, we want every young person who leaves Alvaston Moor Academy to have real choices in life. Staff from Alvaston Moor Academy regularly have the opportunity to work together with others across the trust, to share ideas and best practice, to collaborate, seek advice and to learn from each other. Students also get the opportunity to meet, compete, learn and collaborate with students from other schools.

## The Vacancy

We are seeking to appoint an Academy Manager who is an enthusiastic and self-motivated manager, who will work closely with a Principal and Trust colleagues to contribute to strategic decision making and planning.

The Academy Manager is a key role to the operational running of the Academy and the successful candidate will be a valued member of the Senior Leadership Team and will interact with a wide variety of stakeholders including staff, advisory board members, parents, students and visitors.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Alvaston Moor Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



## Applications

For more information about Alvaston Moor Academy and the vacancy, please visit <https://www.alvastonmoor.co.uk/> To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Friday 9<sup>th</sup> February 2024

**Interview Date:** Thursday 15<sup>th</sup> February 2024

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## **Job Description**

**POST TITLE:** Academy Manager

**GRADE:** Grade 11, Points 32 – 36

**RESPONSIBLE TO:** Trust Administration Services Manager

### **JOB PURPOSE**

The primary objective of this role is to facilitate and optimise the integration of the Academy's operational requirements with the central infrastructure of the Trust. This entails cultivating collaboration and synergy to collectively attain overarching common goals. You will work as part of the senior leadership team and contribute with your corporate and operational expertise, aligning this with an in-depth understanding of the central functions to achieve the necessary outcomes.

With direct responsibility for vital corporate and compliance functions for the Academy including ensuring strong local governance in the capacity of Clerk to the local advisory board. Ensuring GDPR compliance and instilling a culture of heightened data protection awareness and practices through the role of Data Protection Lead and spearheading the recruitment and on boarding processes for the Academy, ensuring the recruitment and on boarding of top-tier talent.

Furthermore, the Academy Manager plays a pivotal role in leading the core Academy Administration team to deliver an exceptional administrative service. This encompasses leading strategic marketing and public relations activities to enhance the Academy's visibility and reputation.

### **GENERAL RESPONSIBILITIES**

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Data Protection & Freedom of Information Policy
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

**Strategic Leadership:** Contribute to the academy's strategic vision through expert knowledge of corporate and infrastructure aspects, aligning with the trust's objectives and promoting the academy's growth and success. As a member of the Senior Leadership Team you are responsible for influencing and advising on the operations which support in the day-to-day running of the Academy and will be able to contribute to these using a strategic lens, providing expertise and experience to influence and drive strategies forwards and help inform decisions of other senior leaders collectively.

**Data Protection:** As Designated Data Protection Lead (DPL), leading on a culture of data protection within the local academy, ensuring strict adherence to data protection regulations and safeguarding personal information through design.

**Compliance:** Directly responsible for overseeing compliance in areas including but not limited to, GDPR, safer recruitment, single central register, records management, school admissions and appeals, census returns, and free school meal eligibility.

**Administrative Excellence:** Lead and manage the core administrative function of the academy, providing efficient and effective support services to all stakeholders, maintaining the highest standards of professionalism and accuracy, developing processes, routines and effectively line managing and developing administrative staff.

**Governance:** Serve as the clerk to the academy advisory board, providing strategic advice, leading board meetings, and supporting board members to ensure strong governance.

**Marketing & PR:** Lead marketing initiatives, showcasing the academy's strengths and achievements, attracting prospective students and stakeholders, and elevating the academy's profile within the community.

**First Aid Needs:** Oversee and lead first aid needs for the academy, following trust guidelines and ensuring the safety and well-being of staff and students.

**Project Implementation:** Manage and coordinate various projects, ensuring their successful implementation and alignment with the trusts and local academy strategic goals.

**Internal Communications:** Facilitate effective internal communications within the academy, ensuring transparent and timely dissemination of information to all staff members.

**Complaints Management:** Lead and handle complaints in accordance with policy and procedures, ensuring a fair, transparent, and timely resolution process and maintaining records and outcomes.

**Budget Holder & Financial Management:** Take responsibility as a budget holder, managing finances in accordance with policy and established guidelines. Build local financial management support into the administrative function, including the handling of procurement card and overseeing monitoring and tracking of good and goods receipt processing to facilitate timely invoice payments.

**Change Management:** In addition to your primary responsibilities of strategic leadership, line management, development of admin staff, administrative excellence, compliance, governance, marketing, first aid management, project implementation, internal communications, complaints handling, and fostering a culture of data protection, you will also take on a key role in supporting and championing change management within the school.

Specific responsibilities are not exhaustive and are subject to change. Alternative duties commensurate with the level of the post may be allocated according to need.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

<b>JOB SPECIFICATION – Academy Manager</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Qualification or equivalent experience in a relevant discipline. NVQ level 4, degree or equivalent qualification.	✓	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development or training	✓	
<b>Knowledge and Experience</b>		
Successful leadership and management experience	✓	
Involvement in self-evaluation and improvement planning	✓	
Line management experience	✓	
Contributing to staff development	✓	
Working with young people		✓
Significant experience of administrative processes	✓	
Experience of working collaboratively within a large organisation		✓
Understanding of data protection and confidentiality	✓	
<b>Professional Skills</b>		
Excellent attention to detail	✓	
Ability to assess priorities, think critically and strategically, make decisions and negotiate solutions	✓	
Ability to manage conflicting demands	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate vision and inspire others	✓	
Ability build effective working relationships with staff and other stakeholders	✓	
<b>Personal Qualities</b>		
Willingness to learn and develop own skills and experience	✓	
Initiative, enthusiasm, resilience and commitment	✓	
Good time management skills	✓	
A willingness to work flexibly and change working practices in response to the changing needs of the Trust	✓	
Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.	✓	
<b>Suitability to work with children</b>		
Enhanced DBS (Requested upon successful appointment)	✓	