Kensington Aldridge Academy






# School Receptionist

## Candidate Information Pack

## July 2019

Ofsted Outstanding Provider

SECONDARY SCHOOL OF THE YEAR tes

Dear Applicant,

Thank you for taking the time to find out more about Kensington Aldridge Academy (KAA). This pack is intended to give you information about this role and our school's broader vision and ethos. Further background information is available at kaa.org.uk, including through our Year 6 and Sixth Form prospectuses which you can find there.

KAA is an 11 – 18 academy situated in the heart of Notting Hill. We opened in brand new buildings in 2014 with just Year 7 and our facilities are second to none. We are now in our fifth year of operation and are a full school with 1,250 students in Years 7 to 13.

KAA has grown to become one of the top academies in the UK. DfE performance tables show we are in the top 5% of schools nationally in terms of KS5 Progress. Our Ofsted report grades us outstanding in all categories and describes standards as "exceptional". In 2018 we were awarded TES Secondary School of the Year.

**Any success we have comes from the talent and dedication of our staff**. Staff at KAA are reflective, committed professionals, willing to do whatever it takes for our students to achieve the best results. This role is an opportunity to join a high-performing staff team and make a significant contribution to our ongoing work.

As Principal, there is no higher priority for me than the recruitment and development of staff. **Like any school, we are a "people business" first and foremost**. We understand that we ask a lot from staff, but in return we provide extensive support and development opportunities and the space to extend your skills more so than you would find elsewhere.

If, after reading the enclosed information, you would like to apply, please complete the application form that can be found online at www.kaa.org.uk and return it via e-mail to Jacqui Crome at recruitment@kaa.org.uk. Information on deadlines is contained on our website. If you have any queries please contact Jacqui or, if you would like to speak with me directly, please call on 0207 313 5800 and I'd be happy to set that up.

With best wishes,

David Benson
Principal

# Receptionist - Job Description

**Reports to:** Finance and Resources Director

**Application Deadline:** 12pm; Thursday 22nd August 2019

**Start date**: Friday 30th August

**Contract:** Fixed Term (Contract End Date: Friday 3rd April 2020)

**Hours:** 44 hours: 8am – 6pm Monday – Thursdays, 8am – 5pm Fridays

**Salary:** Point S13 on the KAA Support Staff Pay Scale (£20,518)

## The Role

To work on the school reception desk of Kensington Aldridge Academy, dealing with visitors, pupils, staff and other stakeholder groups and to provide comprehensive and high quality administrative support to the academy.

## Key Responsibilities

*Reception*

- To be the public face of the academy, acting as receptionist and providing a welcoming first point of contact for visitors and parents, presenting a positive image of the academy.
- To greet visitors to the reception area, displaying due courtesy and tact, ensuring that they are welcomed into a friendly and professional environment and signed in appropriately.
- To deal with all incoming calls ensuring that they are answered in a timely, friendly and professional manner.
- To ensure that all calls and messages are correctly routed to their intended recipients, or an appropriate member of staff, to enable a quick and effective communication system.
- To receive and check deliveries to the academy and distribute accordingly.
- To support with administration associated with Parents' Evenings, Open Evenings and other key Academy events, providing front of house support where required.

*Administrative Support*

- To be responsible for maintaining appropriate levels of central stationary and replacing key items in good time.

- To assist with the sorting and distribution of all incoming post (ensuring that all post is distributed on a daily basis.)

- To log and weigh outgoing post, ensuring correct postage, dealing with recorded deliver requests etc.

- To be aware of the school diary and daily's schedule, school's website and Reception screen and be willing to learn and assist with update if necessary.

- To assist with relevant meetings as requested including arranging refreshments.

- To support the development of systems and structures which will lead to the smoothest possible running of the academy day-to-day.

*Other*

- To undertake training and development relevant to the post and in line with the Academy's priorities.

- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.

- To undertake other related duties which may be required from time to time within a reasonable workload.

- To be willing to undertake additional responsibility as the academy grows and the opportunities arise.

## Person Specification

| ESSENTIAL | DESIRABLE |
|---|---|
| *Qualifications*<br>• GCSE English and Mathematics Grade C or above<br>• A-Levels / BTEC Level 3 and above (or equivalent)<br>• Qualified to work in the UK<br>*Experience*<br>• Experience of running administrative / reception support<br>*Skills*<br>• Competent user of Microsoft Office and confident to learn and use new technologies.<br>• Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.<br>• Well-developed planning & organising skills including time management, prioritisation and administration.<br>• Ability to plan, monitor, evaluate, review and lead by example.<br>• Sound judgement and problem solving skills.<br>• Strong interpersonal, written and oral communication skills<br>*Motivation*<br>• Committed to team work and working collaboratively with colleagues.<br>• A commitment to the safeguarding and welfare of all pupils.<br>*Attributes*<br>• Confidence and self-motivation to work well<br>• Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure<br>• The ability to follow instructions accurately, but make sound judgements and lead when required<br>• Hard working, conscientious and accurate<br>• Adaptable, flexible and able to work with minimum supervision<br>• Energetic and enthusiastic with a naturally positive outlook.<br>• An understanding of the importance of confidentiality and discretion<br>• The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop<br>• An entrepreneurial attitude<br>• Genuine belief in the potential of every student | • Degree level (or FE equivalent)<br>• First Aid qualification or equivalent.<br>• Experience of working in a school setting and liaising with pupils, staff members and external stakeholders<br>• Experience of using SIMS |

**This post is subject to an enhanced DBS disclosure.**
**The post holder must be committed to safeguarding the welfare of children.**
**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, as a founder member of staff in a start-up academy, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.**

# Kensington Aldridge Academy

## Culture & Ethos

One of the distinctive aspects of being a start-up school is that you can define your culture from day one and set the bar sky high. When we opened KAA we had no existing population of students and teachers who were set in their ways – instead we set out our expectations clearly at the start and, because they were followed up with a consistently great 'offer', these expectations have been met. So, when we say that at KAA we walk on the left, or stand up when a visitor enters the room, or love homework, or all attend enrichment, then students comply with this (why wouldn't they?).

As such, our school culture is extremely strong and students and staff alike feel proud to be part of the academy. Students and their immense potential are at the heart of the work we do.

We believe:

- Every child has the potential to excel
- It is through hard work and discipline that success is achieved
- Outstanding teachers, willing to do whatever it takes, can transform pupils' lives
- We are all learners, and as teachers we must model the learning behaviour we ask of students
- School should be a caring, safe place where pupils are happy
- Our pupils' parents are our most important partners

## Teaching and Learning

Teaching and Learning is the core business of any school. All aspects of school life - attainment, progress, behaviour, ethos, attendance - flow from outstanding classroom teaching and, because of this, the classroom experience of students is our main concern. Our top priority is to ensure that students have a consistent diet of excellent lessons each day.

At KAA we are developing a model for teaching and learning that is of a national standard. Our approach is to treat ***all*** learners as intelligent individuals, irrespective of their prior attainment, and to support them all to go on to achieve the very best results. We work hard to ensure this model of teaching is widely understood and consistently implemented across the academy, and that is continually refined and improved as the school develops.

There are **three main aspects** to our approach to **teaching and learning**:

**The Teaching and Learning Handbook:** This is more than just a teaching and learning policy that sits on the shelf, or, even worse, a few pages in the staff handbook that sets out expectations for lesson planning and offers a few templates. This is a developmental document; a research based handbook that provides clear guidelines on how to plan and deliver lessons. Our teaching and learning handbook is the central policy of the school – our 'bible' – and the basis of our on-going programmes of staff training and lesson observation. Candidates can review a copy in advance here: https://kaa.org.uk/teaching-learning/teaching-learning-handbook/

Our handbook is not overly prescriptive; instead it provides teachers with a helpful framework to guide their thinking about short, medium and long-term planning; questioning; discussion; group work; literacy; extended writing; and many other aspects of classroom practice. Within this framework they can develop their own lessons and activities to suit their style and subject.

**High-quality staff training:** One of our mantras at KAA is, *'we learn best when we learn together'*. For us, staff training is something which is relevant to all, not just new staff and NQTs. We don't just reserve training for INSET days – we have an on-going programme of twilight sessions that take place during most weeks of the year. The majority of our training sees our own staff training each other on their areas of expertise. It is grounded in the T&L model – we take ideas from the handbook and illustrate them through training.

Where appropriate, we partner with external training providers. In-house training draws heavily on our archive of video recordings of lessons - we have invested in technology to allow teachers to record 'model' lessons (although it's often even more useful to show colleagues less successful lessons, assuming you're brave enough!). Most importantly, our training is mapped out well in advance, and linked to the overall academy improvement plan. We never make up sessions on the hoof, but always use lesson observation and other monitoring and evaluative tools to establish which aspect of the model needs refinement, and then use training to address this. In short, our on-going, high quality staff training programme inspires and motivates staff, and in time we expect to gain teaching school status and conduct school improvement work with other schools in the borough and beyond.

**Lesson observation:** We adopt a radical approach to lesson observation that places observing to learn at the heart of staff development. For us, observation is a formative tool and part of a teacher's entitlement to professional development; it is not a performance management exercise. It is expected that all our teachers will be involved in the academy lesson observation cycle, viewing the process as a powerful form of training. As part of their induction into the academy, all teachers will be trained in lesson observation and giving constructive feedback. We operate an open, non-hierarchical approach to lesson observation, in which people request to observe and be observed. It is expected that as lead professionals, members of SLT will be observed just as much as the rest of the teaching staff.

This extensive lesson observation process helps in two ways:

i. Good ideas will spread quickly around the system, as teachers replicate the best techniques that they see in each other's classrooms
ii. A culture will be created in which teachers are open to feedback and not defensive about their practice. They will understand that we are all still learning and no one has ever 'arrived' as a teacher

As staff we understand how central teaching and learning is to the work of the school. As such, there are three questions will are the hallmark of a KAA teacher:

- How do my students feel when they line up outside my classroom?
- Is my lesson worth behaving for?
- How could I have taught that lesson better?

We aim for the highest standards in everything we do, but two areas of particular focus for us are **developing Entrepreneurial Attributes** and the **Performing and Creative Arts**.

## Entrepreneurship

Universities and employers often say that too many students leave secondary school without the skills required for further study or success in the work place. No one will say this about KAA students. Like all Aldridge Academies, we develop the entrepreneurial attributes of teamwork, problem solving, creativity, risk taking, passion and determination in our students, giving them the confidence and ability to take control of their own futures. This is what entrepreneurship means to us – young people developing an entrepreneurial mind-set which strives to solve problems rather than accepting the status quo, continually challenging the way things are rather than believing they should always remain the same. In our academy, these attributes are embedded in classroom practice across the curriculum as well as determining the way the academy is led and managed.

Pupils develop an entrepreneurial mind-set principally through the teaching of academic subjects, but also as a result of participation in enrichment clubs and the wider school culture. In lessons, KAA students are not passengers, seeing their role as passively committing to memory the information their teachers give them. Instead, students are constantly challenged to extend their thinking, and encouraged to develop their own passion for learning and enquiry. They are creative, resilient learners, who see problems as puzzles to be solved and mistakes as opportunities to improve. We believe the best teachers have always encouraged these qualities in their students. Beyond the classroom there are many, varied ways to develop entrepreneurial skills: community action projects, the house system, competitions, visiting speakers, PSHE, and visits to universities and employers.

## Performing and Creative Arts

As a performing and creative arts specialist academy we invest in the resources to attract the very best teachers of these subjects. We have a commitment to excellence in art, music, drama, performing arts and design technology, and aim to cultivate a broad range of talents in our students. Specific benefits of a strong arts education include the opportunity for students to acquire:

- Self-expression/communication
- Self-discipline
- Creativity
- Teamwork
- Self-confidence

The academy's education advisory partners, the London Academy of Music and Dramatic Art and the Royal Academy of Dance, are supporting the development of our curriculum in these areas, giving our students access to a level of expertise that is unusual in state education.

# Our Sponsors

### Lead Sponsor - Aldridge Education

The Academy's lead sponsor is Aldridge Education. Aldridge Education is a charitable Trust founded by Sir Rod Aldridge OBE to help young people to reach their potential and improve their communities. To achieve this the Trust sponsors non-selective community schools (as separate Independent Trusts or as part of a local Multi Academy Trust).

Aldridge Education's vision is of a more successful society where young people, irrespective of their background, have the essential skills and entrepreneurial qualities they need to take control of their own lives and contribute to the community around them.

The Trust's goal is that, by the age of 25, all Aldridge graduates will have experienced an outstanding and enjoyable education and be able to sustain the life of their choice. They will be independent, thriving economically and making a real, positive contribution to their communities.

Their belief is that by introducing young people to, and helping develop in them, the core attributes of entrepreneurship, they can provide context and relevance to their learning, foster creativity, resilience, determination and self-reliance. These characteristics lead to the acquisition of further vital skills for adult life.

In academies sponsored by the Aldridge Education entrepreneurship provides context for the learning of core subjects and should be integrated into all areas of academy life. Aldridge Education focuses on the development of entrepreneurial qualities, rather than only teaching business skills. These qualities include passion, determination, risk-taking, problem-solving, teamwork and creativity. Aldridge academies can also add additional qualities to this core list.

The Trust and its academies also work in partnership with local individuals and organisations (charitable, voluntary, commercial, public sector) to develop each academy as a civic and community asset. Aldridge Education Academies are non-selective, free and there are no entrance examinations. Where practical, admissions processes are based on the existing local authority system.

### Co-Sponsor – The Royal Borough of Kensington and Chelsea

We are part of another successful family of schools, the Local Education Authority of Kensington and Chelsea, who are our co-sponsors. Kensington and Chelsea are an extremely successful local education authority - some key headlines at secondary level are:

- All KC secondary schools are currently graded 'good' or 'outstanding' by Ofsted.
- In KC secondary schools 80% of students achieved 5+ GCSEs grades A*- C - **which was 2nd nationally (to the Isles of Scilly) of 150 authorities in the UK, and first in London.**
- 75% of A Level papers were graded A*- B in KC schools (compared with just 53% nationally).
  53% of KC students progressed to higher education, compared to 48% nationally – or 300 students (latest published data).

We intend to build on the success of Kensington and Chelsea primary schools, to ensure the significant proportion of our students who arrive with high attainment in Key Stage 2 hit the ground running in Year 7.

The Royal Borough has invested £16 million in the project to assist with the building of the academy, and are also funding a dedicated autism unit within the school, with provision for up to four students each year.

## Our Partners

We are lucky enough to be partnered with four elite educational institutions, all of whom are committed to working with our staff and students to realise the full potential of the academy.

Our partners are enhancing our curriculum at KAA and offering students and staff experiences and opportunities that are rarely, if ever, seen in the state sector.

They are:

- Godolphin & Latymer Girls School in Hammersmith
- Charterhouse school in Godalming
- The London Academy of Music and Dramatic Arts (LAMDA)
- The Royal Academy of Dance (RAD)

Our partnerships are evolving and, like all things, it is the **teachers who work at KAA** who really bring them to life. Some specific examples of the partnership work we do with our education partners is below:

- All curriculum leaders at KAA are partnered with a curriculum leader at Charterhouse and Godolphin & Latymer, to support the development of the KS3, 4 and 5 curriculum in their subject. One of the great advantages of KAA is that we opened at the same time as the new national curriculum and new GCSE and A-Level examination systems were launched. This gave our subject leaders the opportunity to align our curriculum with the requirements of the new system from the very beginning of the school.
- We are working closely with both Godolphin and Charterhouse at Sixth Form and there are both student and staff aspects to this.
- Regular student trips to Godolphin and Charterhouse for sport, music, debating etc.
- We are one of a small group of schools piloting the LAMDA Schools Award, a national qualification in public speaking, which carries UCAS points, which all KAA students will take at the end of KS3.
- Students in GCSE and A Level Dance classes regularly benefit from RAD sessions, at the college or here at KAA.

## Facilities

Distinctive features of our building include:

- A professional theatre
- Our own sports hall and dance studio
- A safe, enclosed rooftop football / sports pitch
- Specialist performing and creative arts classrooms for drama, art and performing arts
- Two music rooms and a professional recording studio
- State of the art design technology rooms, including Graphics, Resistant Materials, Food Technology and Textiles
- Flexible IT spaces – giving students safe access to the right technologies
- Three libraries
- Spaces for students to present and exhibit their creative/practical work to develop entrepreneurial attributes in an authentic context
- Access to the brand new Kensington Leisure Centre and swimming pool next door to the academy
- Through the 'Creates' area located within the academy, office and other facilities will be available to local entrepreneurs to use as a start-up business facility. These individuals will add value to the students' entrepreneurial education by bringing their expertise to the academy particularly in the areas of creative and performing arts.

**We are extremely fortunate to have these facilities and will put them to the service of our students. However, we know the building alone is not the answer; it is the school's values, our strong ethos, and our focus on curriculum, assessment and teaching and learning that will be the keys to our success.**

## Our location

Situated in the heart of North Kensington, Kensington Aldridge Academy is positioned in one of the most exciting and sought after parts of London. With Portobello Road, home to the famous Portobello Road Market, close by; there are plenty of bars, restaurants, shops and pubs to choose from. We have excellent transport links: just three minutes from Ladbroke Grove tube station, and within easy walking distance of Holland Park and Notting Hill stations, and many local bus routes.

## A commitment to equal opportunities

KAA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and the community and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

## Staff benefits

- Professional development that is of a national standard. In Ofsted's words: "Staff morale is exceptionally high. They enjoy working at the school and benefit from high-quality training. Teachers new to the profession feel very well supported in settling into the school quickly and developing their practice."
- Discounted membership of the brand new Kensington Leisure Centre.
- Two week half term in October.
- 180 school days, 10 training days (not 5 as you find in most schools) & 5 planning days per year, which include the opportunity for teachers to work from home.
- Free lunch for any staff who eat with students in the Dining Hall.
- Free weekly staff wellbeing activities; yoga, circuits, staff choir and art classes etc.

## Terms and conditions

The school governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment and excellent performance in line with the academy's pay policy. We want to compete for the best staff and offer attractive pay and conditions and career development opportunities to do so. Salaries will be based on experience, qualifications, and the scope of job and the level of responsibilities. We operate our own terms and conditions, which broadly mirror national pay and conditions. Some key differences are:

- 180 not 190 school days and 10 not 5 training days and 5 planning days. This means we operate a 39 week year: 37 teaching weeks and 2 weeks planning and preparation with significant focus on CPD.
- The two week October half term.
- The school day will be from 8am to 5pm Monday to Thursday (with co-planning, mentoring, observation, marking & moderation etc built into the school day wherever possible).
- On Friday the working day finishes at 4pm

## Response

We very much regret that we are only able to inform short listed candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

## Recruitment Privacy Notice

As part of your application to join us, we will gather and use information relating to you. For full details on our Recruitment Privacy notice please visit https://kaa.org.uk/recruitment/.

# BIOGRAPHIES

**David Benson - Principal**



David is the founding Principal of Kensington Aldridge Academy. He was appointed in March 2013 and took up his post in September that year. Over the last five years he has led the development, set-up and expansion of KAA to this point.

Prior to this role David worked for ARK schools, one the UK's leading academy chains, for 8 years. He worked first at Burlington Danes Academy (BDA), a turnaround school, and then Ark Academy in Wembley, a start-up which - just like KAA - opened in new buildings with initially just Year 7.

At BDA David was part of the team who, under Dame Sally Coates' leadership, turned the school around and raised results from 35% 5 A*-C at GCSE (inc. EN & MA) in the year he joined to 75% in the year he left, making BDA was one of the fastest improving schools in the UK. In 2009 he was promoted within ARK to be a founding Vice Principal at Ark Academy. Along with Delia Smith OBE, the Principal, David led the planning, set-up and expansion of Ark, which Ofsted judged as "outstanding" in September 2010.

The assessment and tracking system David developed at Ark Academy has been recognised as a model of best practice and was implemented across all ARK schools (and in some others outside the network). In his final year at Ark, David took on the role of ARK Network Lead for Assessment alongside his VP responsibilities, undertaking school improvement work in other ARK academies for one to two days each week.

David has also co-authored a book about the leadership and management of teaching & learning and assessment, 'Creating Outstanding Classrooms' (Routledge 2013), and edited a set of case studies about opening a new school (http://www.arkacademy.org/2012-casestudies). In 2017 he was named by TES as one of the 10 most influential people in education (https://www.tes.com/news/tes-magazine/tes-magazine/10-most-influential-people-education-2017) and the Evening Standard have listed David as one of the key "Change Makers" in London in 2018 (https://www.standard.co.uk/news/the1000/the-progress-1000-londons-most-influential-people-2018-the-changemakers-a3956601.html)

**Anna Jordan - Senior Vice Principal - Assessment & Curriculum**



Anna is Vice Principal in charge of Assessment and Curriculum. She was appointed in December 2013 to take up the post from April 2014.

Prior to this role, Anna was Assistant Headteacher at Blessed Thomas Holford Catholic College (BTHCC), an 11-18 school in South Manchester. Before taking on this role she was Head of Maths at the same school. BTHCC has been judged 'outstanding' by Ofsted in three consecutive inspections, most recently in 2013. It is a nationally recognised as a centre of excellence and has Teaching School status.

At BTHCC role she was responsible for leadership training and the coordination and development of the middle leaders within the school. Through the school improvement work BTHCC engaged in, Anna designed and delivered leadership and coaching programmes for school leaders across the North West. As a Future Leaders participant she has also supported other schools nationally in developing the quality of their teaching and the structure of their curriculum.

As a Head of Mathematics Anna transformed the department's GCSE results: improving them from 55% to 81% A*- C over four years. Throughout her career she has been passionate about developing innovative approaches to teaching and learning within Maths. In conjunction with the National Centre for Excellence in Teaching Mathematics and Mathematics in Education and Industry she developed new approaches to teaching the subject which have now been shared widely with other schools. She has supported many schools in the development of their Mathematics curriculum and teaching through her work within the SSAT and PiXL networks.

**Rob Pavey - Vice Principal - Sixth Form**



Rob is Vice Principal and Head of Sixth Form at KAA. He was appointed in November 2015 and took up the post in January 2016.

Rob received a first-class degree in languages from Oxford, before completing seven years in the British Army, rising to the rank of Major. He then left the army to train as a teacher. He has held a number of leadership positions – for example Head of Modern Languages at Lancing College and Head of Sixth Form at Magdalen College School (MCS), Oxford. He has also worked at Dulwich College.

Rob has therefore seen, first hand, how the very top independent schools in the UK operate, and has detailed knowledge of what students need to do to secure top grades at A-Level and progress to Russell Group universities. The Sixth Form he has run at MCS for the last three years has been consistently in the top five schools in the UK for A-Level results.

He has, through his work in the Army and the community projects he is involved in, a wide breadth of experience and the personal qualities that are needed to see that this very distinctive project is a success. At KAA we are building a state sixth form offering excellent education, free at the point of delivery, to students from our wonderful community, irrespective of their backgrounds or family income.

# SOME VISITORS & SUPPORTERS OF KAA



Gareth Malone


Justine Greening


Duchess of Cambridge


David Carter


Gillian Anderson



Sadiq Khan


Prince Harry


Lord Nash


Nick Hewer


David Cameron