



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

WHY WORK FOR THE STOCKWOOD PARK ACADEMY?

ABOUT US

- £30 million state of the art building will well-equipped classrooms
- You'll be working alongside a collaborative, forward thinking Principal and Senior Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities with free courses every Thursday, catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Freshly brewed coffee for staff on arrival to the academy every morning in your own 12oz Bamboo reusable cup
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% of annual membership for Active Luton Gym
- All teaching staff receive a laptop to use whilst in employment

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or j.powell@thesharedlearningtrust.org.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



HERE'S WHAT OUR STUDENTS HAVE TO SAY

"Stockwood can be very eventful in a good way. I have lots of fun times with both staff and students"

"I like The Stockwood Park Academy because I learn challenging topics and the teachers are supportive."

OUR LEADERSHIP



Dear Applicant,

I am delighted to extend a warm welcome to you.

The facilities at The Stockwood Park Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults.

Learning is at the heart of all we do.

Best wishes,
Mumin Humayun, Head of School

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.



We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job but react positively to those demands rather than complaining
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be first your contact with trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy





ABOUT THE STOCKWOOD PARK ACADEMY

Providing the very best education for all our students is the simple goal for The Stockwood Park Academy. Whilst firmly rooted in traditional values, we have made our academy a vibrant and exciting place with a positive ethos that runs throughout the academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state of the art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.



TEACHER TESTIMONIAL

JOEL TOOMER, ASSISTANT PRINCIPAL

I've been fortunate to develop throughout my career at the Stockwood Park Academy. Since joining as an NQT History teacher, I have led teams as Head of History, Head of Humanities and been a member of our internal Teaching & Learning Team. Most recently, I have had the honour of being responsible for the development of teaching across the academy as Assistant Principal.

We strive for every lesson to make a difference and recognise the importance of keeping abreast with the latest educational research and evidence to inform our teaching. We have worked hard to develop a common language across the school when discussing teaching and learning and believe that the teacher is the expert in the classroom so we put our faith in our colleagues to deliver in ways that will benefit our students the most.

We support colleagues with a range of high quality internal and external professional development opportunities whilst seeking the best ways to further improve what we do best; teaching students so they can master the subject knowledge and skills that we care so passionately about.

VISION & VALUES



'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Shared strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Free, onsite car parking at all academies



Reduced gym membership & free onsite gym*



Reduced rates for onsite professional car wash



Cycle to work scheme



Staff recognition with reward shopping vouchers



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Onsite Indian head or shoulder massage



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Dry cleaning & ironing service



Online delivery drop off service, including Amazon deliveries



Support with relocation, including a range of information and contacts



Refer a friend £500 bonus scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

Therefore we have partnered with the Teacher Development Trust, offering our colleagues to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

RECRUITMENT BOOKLET



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SEE MORE AT

WWW.THESHAREDLEARNINGTRUST.ORG.UK



Behaviour Learning Support Assistant

The Stockwood Park Academy are seeking to appoint a Behaviour Learning Support Assistant to help support the teaching and learning of an individual or groups of students specifically within our Phoenix Provision.

The Phoenix Provision is dedicated to supporting pupils who are not following mainstream classes for a number of factors and who may require additional support and care. We are looking for a motivated, inspiring, and influential candidate who will contribute to the intellectual and social development of students and support their achievement in Literacy and Numeracy and other specific curriculum areas as directed.

We are looking to recruit a person who has the right attitude and will represent our positive 'can do' ethos that runs through our Academy.

Key Duties

- To teach small groups of students key skills and behaviour modification.
- To support students to achieve their potential in our alternative provision which offers a broad and balanced curriculum and leads to the rapid progress of our Phoenix students.
- Assess and meet need, so that the behaviour of students is conducive to learning.
- To promote and maintain a calm working environment for students, including implementation of the school's Behaviour and Rewards Policy.
- Promote the inclusion and acceptance of all students within the Phoenix provision.

The successful candidate will have

- Ability to support student learning
- Ability to support students to manage their behaviour
- Flexibility
- Team work
- Positive mindset

Job Specifics

Start date: With immediate effect or following a notice period

Salary: NJC L5 pt.15 £25,878 FTE (Actual salary £25,500)

Job Role: Permanent, Full time, Term time and INSET days plus 2 weeks, 41 weeks, 40 hours per week, Monday to Friday 8am – 4.30pm



Job Description

Purpose

This is a key post within the Academy which requires dedication and a highly efficient and responsible approach. To provide efficient and effective alternative provision for our Phoenix Provision students so that they thrive and succeed in school. To provide a broad and balanced curriculum for students within the alternative provision.

It requires working closely with the Vice Principal, Phoenix Manager and SENCO to support the classroom teacher with their responsibility for the development and progress of all students. The Behaviour Learning Support Assistant will be required to work under the guidance of teaching/senior staff to implement agreed work programmes with individuals/groups in or out of the Phoenix classroom.

Principal Responsibilities

- To help create a fully functioning alternative provision which offers a broad and balanced curriculum and leads to the rapid progress of our Phoenix students.
- Assess and meet need, so that the behaviour of students is conducive to learning.
- To promote and maintain a calm working environment for students, including implementation of the school's Behaviour and Rewards Policy.
- Report back as appropriate on the behaviour of students during lessons in the Phoenix provision and if applicable in lessons within the wider school, and any issues arising, using the school's agreed referral procedures.
- Promote the inclusion and acceptance of all students within the Phoenix provision.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Ensure the health, safety and welfare of students is maintained at all times.
- Promote the inclusion and acceptance of all students within the classroom and the wider school.
- Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of students, using support strategies appropriate to the needs of students, providing feedback and liaising over problems. Contribute to the intellectual and social development of students and work with individual small groups of children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed. Prepare, maintain and deploy appropriate learning aids, materials and equipment.
- Teach small groups of students key skills and behaviour modification lessons.
- Contribute significantly to the planning of teaching and learning for the whole class and/or individual students. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.
- Contribute to the monitoring, recording and assessment of student progress through observation and questioning, against student targets (and Pupil Progress Sheets where relevant) keeping detailed records of individual's progress.
- Invigilate tests and examinations as directed.



- Under the direction of the Vice Principal, Phoenix Manager and SENCO develop and maintain supportive relationships with parents, carers and others of the student's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual students.
- Contribute to the care, health and welfare of students in accordance with the school's health and safety and related policies.
- As required, contribute to specific aspects of teaching, learning and personal development, for example, extra-curricular activities, school visits, etc.
- Establish highly effective relationships with students, acting as a role model and setting high standards.
- Support students with consistency whilst recognizing and responding to their individual needs.
- Encourage and promote students to interact and work cooperatively with others.
- Promote independence and employ strategies to recognise and reward self-reliance.
- Provide regular feedback to students and their parents/carers in relation to progress and achievement.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student needs/responses
- Implement programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 strategies. Support the use of ICT in learning activities and develop students' competence and independence in its use. Help students to access learning activities through specialist support.
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To continually update knowledge and understanding of a specialist area and related current research.
- Accompany teaching staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- Attend regular faculty meetings as required.
- Conduct Appraisal and other performance- related tasks as appropriate.

The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may, therefore, be directed by the Board to undertake any other duties commensurate with this role



PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	Desirable
QUALIFICATIONS	<p>Excellent numeracy and literacy skills, with a good level of education, including GCSE passes at C (4) or above in both English and Maths.</p> <p>Training in, or experience of, current learning strategies e.g. literacy or numeracy and/or behaviour.</p>	<p>NVQ level 3 for Teaching Assistants or equivalent qualifications</p> <p>Completed Outstanding Teaching Assistant Programme qualification or equivalent</p> <p>First aid training/ experience of working with students with medical and/or physical needs.</p>
Experience	<p>Demonstrable extensive recent experience in the use of IT, i.e. word processing, spreadsheets, and other computer skills.</p> <p>Some experience of working in an educational setting.</p> <p>Some experience of working with people with a range of special needs including SEMH.</p>	<p>Some experience in the care and/or education of children.</p> <p>Some experience of planning, monitoring and assessment of students' work.</p> <p>Experience of supervising others.</p>



Skills/Abilities	<p>Has a competent command of written and spoken English</p> <p>Able to remain calm and controlled under pressure</p> <p>Able to work in the flexible ways needed for this post</p> <p>Able to develop constructive working relationships with all Academy staff, whilst maintaining a high level of professionalism at all times</p> <p>Able to helpfully deal with and give accurate information to visitors, colleagues, parents, pupils, etc.</p> <p>Able to organize workloads to meet conflicting demands and deadlines.</p> <p>Able to contribute constructively to and work effectively as a member of a team.</p> <p>Able to work on own initiative with parents/carers and the child's community within an agreed framework and set of objectives.</p> <p>Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc.</p>	<p>Able to contribute to the support of children in all areas of personal and educational development.</p> <p>Able to keep accurate records.</p>
EXPERIENCE, KNOWLEDGE AND UNDERSTANDING	<p>Have an excellent rapport with students and adults.</p> <p>Work on your own initiative without supervision.</p> <p>Organise, supervise and motivate a team of LSAs.</p> <p>Develop a working knowledge of relevant policies/codes of practice and awareness of current legislation, including the new SEN framework.</p> <p>Create and evaluate resources to promote access to the curriculum for students.</p> <p>Effectively manage students' learning and behaviour in a school setting.</p>	<p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p> <p>Self-evaluate learning needs and actively seek professional development opportunities.</p> <p>Evaluate the performance of colleagues within an appraisal framework, including observing LSAs, feeding back and setting achievable targets.</p> <p>Apply a working knowledge of the National Curriculum and other learning programmes/strategies.</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and nationally, to further knowledge</p>



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Notes: This job description may be amended at any time in consultation with the postholder.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.