



The Shared Learning Trust

THE CHALK
HILLS ACADEMY

Head of School PA

The Chalk Hills Academy have an exciting new role, PA to the Head of School. Your main responsibilities will be to work directly to the Head of School. You will also deputise for the Executive Principal's PA as and when required including some line-management duties. You will become an integral member of our welcoming, supportive and friendly teams. This role will suit an individual who is highly skilled professional, personable, dedicated, highly efficient and responsible. Prior experience working in an office environment is required and office experience gained in a school environment would be a bonus.

You will be responsible for the provision of a high-quality PA service that supports the educational ambitions and high aspirations of The Chalk Hills Academy. To support the Head of School and Executive Principal through the provision of a confidential, professional, efficient, and responsive administrative service. This service includes the handling of highly sensitive, confidential, and conflicting issues on a daily basis, dealing with staff, parents, governors and other external bodies. The PA to the Head of School will be responsible and accountable for delivering a high-quality PA service and will be required to act on his/her own initiative, using careful judgement, tact and diplomacy.

At our academy, we are proud of the unrivalled education experience offered and you will certainly benefit from forward-thinking and supportive leadership and an encouraging and enthusiastic staff body. The Chalk Hills Academy has state of the art facilities which include sporting and performance equipment which the whole school body are able to enjoy.

It is incredibly important to us here at The Chalk Hills Academy that all our staff are valued, listened to, mentored, challenged and given adequate opportunities to develop.

Key Duties

- Diary management for the Head of School
- Act as gatekeeper and manage visitor flow to Head of School
- Deputise for the Executive Principal's PA as and when required, including line management duties
- Liaison for Head of School visitors including hospitality
- Schedule SLT Agendas and minute weekly and other meetings as required
- Maintain Teams SLT channel and ensure documents are uploaded promptly
- Monitor complex strategic actions from minutes as required
- Maintain a file of all Academy Policies
- Co-ordinate Ofsted documents as required
- Photocopying for Head of School
- Academy weekly newsletter
- Initiate action calls on behalf of Head of School
- To respond to and produce confidential information on behalf of the Head of School to external agencies
- Undertake tasks on behalf of the wider SLT as and when required

The Successful Candidate will have

- At least five years' or more experience of working as a PA, administrative environment
- Experience of supporting managers across a variety of departments at different levels
- Experience of working in Education would be desirable but not essential

HOW TO APPLY

Job Specifics

- **Start Date** asap
- **Salary** L6:21-L6/L7:25 FTE £26,511 - £29,577 (Actual salary pro rata £24,064 - £26,847)
- **Job Role** Full time 37 hours per week - Permanent, Term-time (39 weeks) plus 2 weeks per annum

Why work for Chalk Hills Academy?

- £30 million state of the art building with well-equipped classrooms in an Ofsted rated 'Good' school
- You'll be working alongside a collaborative, forward thinking Executive Principal and Senior Leadership Team
- Unparalleled CPD opportunities with free courses every Thursday catered to developmental needs
- Excellent opportunities to develop and grow in a successful and expanding Academy
- A fantastic academy ethos where children, staff and parents/carers are highly supportive.
- An established commitment to a broad and creative curriculum
- Fantastic staff benefits that make a difference to your work life balance

Closing Date: midnight, Sunday 17th January 2021

Interviews: w/c 25th January 2021

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/current-vacancies5/845.html>

We look forward to hearing from you!

If you have any questions about the role or would like to visit the Academy, please email academyrecruitment@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 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 and personal qualities 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.

RECRUITMENT TIMELINE

18 th December 2020	Position is advertised
17 th January 2021	Closing date for applications midnight References will be requested at this stage
w/c 18 th January 2021	Final shortlisting and contact with candidates
w/c 25 th January 2021	Interviews

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

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 for 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.



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INFORMATION FOR APPLICANTS:

Head of School PA



WELCOME TO THE SHARED LEARNING TRUST



Cathy Barr, CEO

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 3,700 children within our communities. It is my privilege to be CEO of our family of schools and work with each Principal or 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 provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to pursue their aspirations through a wide range of enrichment activities and initiatives. The experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

We recruit people for attitude and train for skills

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff help us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

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 your first contact with our Academy Trust and first impressions are very important. I hope what you read; coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes,

Cathy

WELCOME FROM THE EXECUTIVE PRINCIPAL



Louise Lee

Dear Applicant,

It is a privilege and an honour to serve The Chalk Hills and The Stockwood Park Academy as Executive Principal.

Our students are extremely motivated and have an exceptional desire to achieve and behave impeccably.

Our staff are highly qualified and work tirelessly in the pursuit of world class progress for all of our students.

The facilities at The Chalk Hills 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 clearly at the heart of all we do.

'It is the supreme art of the teacher to awaken joy in creative expression and knowledge.' - Albert Einstein

I am delighted to extend a warm welcome to you.

Best wishes,

Louise Lee

ABOUT THE CHALK HILLS ACADEMY

- T The Vale Academy, Dunstable 2-11
- The Rushmere Park Academy, Leighton Buzzard 4-9
- The Linden Academy, Luton 4-11
- **The Chalk Hills Academy, Luton 11-18**
- The Stockwood Park Academy, Luton 11-18

We also offer a fantastic **Sixth Form** provision for students aged between 16-19, and this is based at both The Stockwood and The Chalk Hills Academy. Including in our **Sixth Form provision is our Football Academy Pathway** and brand-new Cricket Academy Pathway.

Our Academies are supported in their work by our **Teaching Trust, based at The Chalk Hills Academy**. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoelaces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

VISION & VALUES – ‘*Strive, Achieve, Believe*’

We are a unique family of 5 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 of 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.
- share strong Trust approaches to our key issues, for example, 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.

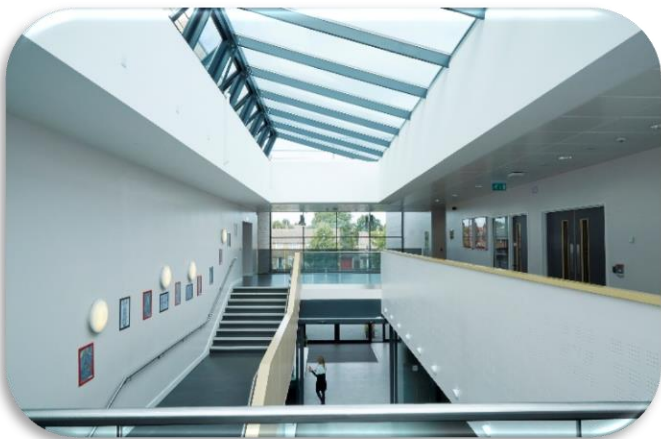
ABOUT THE CHALK HILLS ACADEMY

Providing the very best education for all our students is the simple goal for The Chalk Hills 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.



OFSTED AT CHALK HILLS ACADEMY



Leadership and Management:

- Together with (the) leadership team and the trust (the Principal has) established high expectations for behaviour, teaching and achievement. Leaders have made sure that strategies are in place which have led to improvements in the quality of teaching, learning, assessment and the curriculum. The consequence of this improvement is that pupils of all ages are making much better progress than last year.

Behaviour of Students:

- Leaders have high expectations for pupils' behaviour. Leaders work well with staff to ensure that the school is typically a calm, orderly and purposeful environment. Usually, pupils behave well around the school and in lessons. Leaders' work to support pupils with challenging behaviour has reaped some notable rewards.

Achievement of Students:

- ...pupils of all ages are making much better progress than last year. For example, disadvantaged pupils have made more rapid progress so that the gap between their outcomes and those of others is negligible. The most able pupils are also making faster progress because of the quality of questioning and the activities they are presented with that stretch them to think more deeply.

Safety of Students:

- Regular training helps ensure that staff are clear about their safeguarding duties. Leaders responsible for safeguarding make sure that suitable support is in place for pupils who might be vulnerable or at risk of harm. This includes working effectively with external agencies when needed. Secure procedures are in place for ensuring that pupils who attend alternative provision are kept safe.

Welfare of Students:

- Leaders are working effectively to reduce the proportion of disadvantaged pupils and pupils who have special educational needs and/or disabilities who have poor attendance. Leaders keep a close eye on the attendance of these pupils and act quickly, when needed, to ensure that suitable support is in place. Consequently, fewer of these pupils now have a poor attendance record. Leaders recognise the importance of continuing this work to secure further improvements.

CPD AND TRAINING - *We invest in you!*

All five Academies at The Shared Learning Trust are a part of our Teaching Trust, which is based at The Chalk Hills Academy. We aim to offer exceptional teacher training and high quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As Chalk Hills Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.

JOB DESCRIPTION

Title	Head of School PA
Responsible to	Head of School
Reporting to	Office Manager/PA to Executive Principal

The Chalk Hills Academy are currently recruiting Head of School PA to support the Head of School

The successful candidate will:

- Ideally have at least 5 years' or more experience as working as a PA
- Have experience working within an office environment and experience working in a school environment would be desirable.
- Be dedicated, highly efficient and responsible

Key Duties

- Diary management for the Head of School
- Act as gatekeeper and manage visitor flow to Head of School
- Deputise for the Executive Principal's PA as and when required, including line management duties
- Liaison for Head of School visitors including hospitality
- Schedule SLT Agendas and minute weekly and other meetings as required
- Maintain Teams SLT channel and ensure documents are uploaded promptly
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Main duties and responsibilities

- Maintaining Head of School's diary, liaising as necessary with staff, students, parents, professional colleagues and the public
- Receiving visitors for the agreed senior leaders to ensure that appropriate arrangements are made for visitors and meetings
- Deputise for the Executive Principal's PA when required, this will include line management responsibility for Reception and Reprographics
- Preparing for and minute meetings as required
- Provision of all administrative functions including: answering and distribution of telephone calls, assisting and producing, where applicable, mail merge letters, PowerPoint presentations, inputting data and spreadsheet tasks for agreed senior leaders
- To support occasional evening events as and when required
- Undertake any additional training highlighted by line management feedback
- Lead by example to maintain a high standard of professionalism at all times
- Any other duties commensurate with this role as directed by the Head of School and Executive Principal
- To provide a range of high-quality administrative support to the Head of School
- Deliver excellent customer service by providing accurate information and support in response to enquiries
- Be articulate and able to communicate in a clear manner both verbally and in writing in order to achieve the desired outcomes
- Ensure that efficient, accurate and timely end-to-end processes are adhered to
- Responsible for investigating and resolving queries, suggestions and concerns, escalating any concerns in accordance with the relevant procedures

- Ability to handle multiple tasks while working to deadlines and maintaining a high degree of accuracy.
- Be able to work on one's own initiative and use their judgement wisely.
- Be able to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment
- Have a flexible approach to working hours and a willingness to undertake training to meet the varying demands of the role.
- Have strong communication skills and be able to represent themselves in a good manner that reflects the senior leadership team.

PERSON SPECIFICATION

Candidates will be assessed on the following:

QUALIFICATIONS

- Good general standard of education

EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

- At least five years' experience of working as a Senior PA
- Experience of supporting senior managers across a variety of departments at different levels in all aspects of transactional requests
- Experience of managing
- Experience of working in Education would be desirable but not essential
- Working with confidential information and maintaining its security
- Able to demonstrate knowledge of work systems, equipment, process and the use of standard IT packages.

SKILLS AND ABILITIES

- Be able to work sympathetically with the ethos of the Trust, developing effective and purposeful relationships including working with external partners
- Organised and methodical approach to administration and record keeping
- Be able to communicate effectively and persuasively (you should be motivating and engaging, able to win 'hearts and minds')
- Excellent numeracy and literacy skills
- Accuracy with an eye for detail and the ability to produce documentation, policies and procedures in line with legislation to a high level.
- Be able to delegate effectively and deliver
- Be able to work under pressure and manage time effectively by prioritising ruthlessly
- Be able to understand and interpret a range of data

ATTITUDES AND APPROACHES

- Want to develop own learning and do things differently and better
- Team player
- Flexible, so that when you are asked at short notice to change responsibilities
- Ambitious – can see an opportunity to make an impact and develop own skills