North Leamington School

...believe and you will achieve

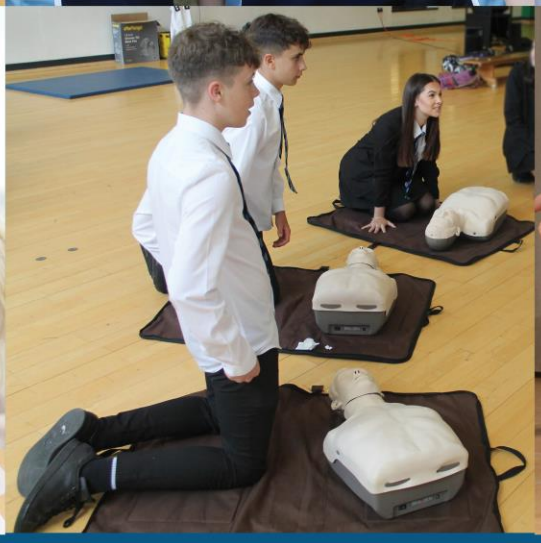
Our guide for

Prospective Employees








Commitment *to learning and life*

Opportunity *to grow and develop*

Respect *the world we live in*

Excellence *in all we do*

WELCOME TO NORTH LEAMINGTON SCHOOL

"The teachers genuinely care, want you to do well and always try and develop team spirit and competitiveness to drive you on to achieve your best, whether that's in sport or academic areas." Year 13 Student

North Leamington School is a thriving 11-18, fully inclusive, co-educational secondary school based in the heart of Royal Leamington Spa's community, in the beautiful and historic county of Warwickshire.

We converted to Academy status in November 2016 and are proud to be a popular, oversubscribed school of choice, with a current student population of almost 1,400 including a successful Sixth form of 230.

We are a school where every student is valued for their unique contribution and where their successes are recognised and celebrated at every opportunity. Our students leave us as confident, resilient, resourceful individuals equipped with the skills and qualities needed for future success.

This is a testament to the amazing staff we have here at North Leamington School, who are encouraged to and given all the necessary support and resources to deliver a first class, exciting and innovative curriculum allowing our students to fly to success.

Our **CORE** values underpin all that we do:

COMMITMENT to learning and life

We are committed to the principle of 'Everyone Matters Equally' and work in a way that gives everyone the best chance to reach their individual potential. We are committed to and expect high standards; we have a commitment to effective partnerships and instilling a strong work ethic.

OPPORTUNITY to grow and develop

We provide extensive opportunities for our staff and students to participate in to develop their skills and talents through our exciting curriculum offering, with outstanding resources to enrich their learning. our students. We have extensive Student Leadership opportunities allowing students to extend their skills beyond the classroom ready for the next step of their journey.

RESPECT the world we live in

The principle of respect runs through everything we do in school. We respect ourselves and each other, our local and global communities and our environment. Our status as an International School is vitally important to us helping us to enable all our students to become positive, global citizens of the future.

Excellence in all we do

We promote, develop and celebrate excellence in all we do, encouraging all our staff and students to be the best that they can be, and to set themselves the highest standards.

We are a supportive, caring and happy school where all our colleagues are supported from the moment they join us, starting with our colleague induction programme and continuing to develop with us in our high quality performance management programme. We very much look forward to welcoming you to our school and hope that you apply to join us.

Commitment *to learning and life* **O**pportunity *to grow and develop* **R**espect *the world we live in* **E**xcellence *in all we do*

HEAD TEACHER'S MESSAGE

As Head Teacher of North Leamington School I am proud of my fantastic staff, who are committed to the school and to achieving the very best outcomes for all of our students. It is with this in mind that I will not compromise on standards and am therefore looking for the very best teachers to join the school to complement the breadth and variety of experience we have currently. I believe in "even better if" as everyone can continue to grow and improve. To support this ethos North Leamington School has an established, high quality, professional development programme that supports all of our staff, from NQT through to senior leadership, providing every opportunity for career development. Building the capacity of everyone across the school is very important to me as it means that all of our students benefit from high quality learning experiences, which lead to successful outcomes. When you join us you will have the opportunity to play a key role in the development of the school, as well as benefit from an environment that provides a progressive context for change, where your own ideas are highly valued.

North Leamington is a central place in the local community: results have continued to rise, sixth form numbers continue to increase, and there has been a significant rise in the number of first choice preferences for Year 7, sending a very strong message that NLS is a popular choice for parents. Such achievements are only possible with a committed and dedicated staff, hard-working students, and fully engaged parents and community.

I want North Leamington School to be the school of choice, with high standards and expectations; a place to be proud of and where every individual is valued for their unique contribution to the school. I want success to be recognised and celebrated at every opportunity, and for everyone to thrive. This is an exciting time to join the school, which was judged "Good" by Ofsted in February 2014. We have been relentless in our ambitions for the school and now feel we are on the cusp of outstanding.

As Head Teacher I am passionate in my desire for every student at the school to have the best possible learning experience, to develop the skills and abilities needed to be successful in life. We are fortunate to have a state-of-the-art, non-selective, 11–18 community school, complete with outstanding modern facilities. In this wonderful environment we deliver outstanding teaching and learning where students can develop the ability to become resilient, resourceful, reflective individuals, who can work collaboratively to reach their full potential and to cope with the rapidly changing world in which they live. We care about **all** of our students and will support and challenge them throughout their seven years at the school, so that they feel safe, happy, confident and successful.

Our vertical tutoring system is designed to support this by making sure that every student has their own personal learning mentor, who will track their progress and support their needs, to maximise their potential as they progress through the school. We encourage everyone to take individual responsibility for the school's collective success and will actively encourage all our students, staff, parents/carers and wider community to work together for the benefit of all. Our students are our community's future and, as part of our enrichment curriculum, we will give them opportunities to demonstrate leadership and act as role models for younger students.

We respect ourselves and each other, our local and global communities, and the environment. This is the message of the school's Code of Conduct. Our status as an International School is of critical importance to us in our whole approach to Respect. We want to do our professional best to enable all of our students to become positive global citizens of the future, as stated in our Central Aim.

As Head Teacher I will invest in the capability of every member of our community and help them to achieve their potential. North Leamington School is a fantastic school, where you can really make a difference!

OUR CORE PURPOSE

'We believe in Commitment, Opportunity, Respect and Excellence, allowing all students to fly to success.'

Aim:

North Leamington School will continue to ensure a vibrant, ever-improving and outstanding learning community; one that offers fantastic opportunities to enthuse, engage and enrich the experiences of all its stakeholders. We will continue to engender a commitment to life-long learning in a very positive, dynamic and respectful environment; one that expects and supports personal excellence but in the context of dedication to the concept that "*everyone matters equally*".

Objectives and Values:

North Leamington School is committed to continuing to:

- enhance teaching and learning which fulfils the needs of the individual
- provide high quality professional learning (CPD) that meets individual and school need
- engage all stakeholders in all aspects of school life and to celebrate achievement
- provide a stimulating, mutually respectful learning environment
- reflect upon and develop our values–driven practices in the context of a dynamic environment…

....so that we can ensure outstanding teaching and learning, an outstanding work force and the on-going provision of outstanding opportunities for all.

All of this is underpinned by our CORE and associated values:

- Commitment
- Opportunity
- Respect
- Excellence
- *"It's all about the learning"*
- *"Everyone matters equally"*

OUR LEARNING ENVIRONMENT





We are extremely fortunate to have relocated to a brand-new award-winning building in 2009. We take great pride in our buildings and facilities ensuring that they are well cared for and maintained by our dedicated site team. Our school and its facilities provide great support to the local community bringing many people together on daily and weekly basis to enjoy the high-quality facilities on offer.

The design concept for North Leamington School was an innovative university style campus site offering separate buildings for each of our core faculties: Humanities; Science & Maths, Design & Technology and our 'Central Hub' incorporating our specialised Sixth Form area.

Our first class educational and recreational facilities make working and studying here that much more rewarding. Some of our key features include:

- 315 Seat Theatre
- 62 seat university-style lecture theatre
- Recording studio
- Two dance studios
- Multi-purpose 60 seat studio space
- State of the art ICT facilities
- Modern restaurant and dining facilities serving high quality freshly prepared food daily
- Outstanding sports complex and extensive grounds including all-weather pitch, multi-use sports ground, indoor gymnasium and sports hall and outdoor basketball courts and football/rugby pitches.
- Two large and equipped Sixth Form study areas
- Sixth Form common room and dedicated mezzanine dining area
- Well-equipped Learning Resources Centre incorporating our Library

All our classrooms are equipped with projectors and speaker systems. All teaching staff are equipped with networked laptops running Windows 10, Office 2016 and Office 365. The site offers high speed broadband and wireless networks for all computing and printing needs with Internet access available to all staff on personal devices.

We have a fully equipped dedicated Reprographics facility which provides a first-class service to all our staff members.

Our Colleges are also supported by a unique, dedicated, hard-working and professional College Administrative team providing invaluable support to the students and staff.

OUR CURRICULUM

Purposes

To provide a balanced and broadly based curriculum that:

- promotes the spiritual, moral, cultural, mental and physical development of learners at the school and within society
- prepares learners at the school for the opportunities, responsibilities and experiences of adult life.

In terms of our CORE purpose, our curriculum policy reflects our approach in the following ways:

Commitment: We are committed to providing a relevant, broad, balanced, exciting curriculum that reflects the needs of all our learners, reflects national agendas and equips all learners through appropriate progression routes into full time employment and long term success in an ever changing world.

Opportunity: Through our curriculum we seek to provide as many opportunities as possible for students to develop their skills and talents. We constantly review the opportunities we provide to ensure that it reinforces our principle of 'everyone matters equally'.

Respect: We explicitly seek to develop the principle of respect throughout our curriculum. One way this is done is through choosing curriculum content and specific areas of study that teach students about the concept. This is through subject based lessons and also our VT curriculum. We aim to ensure that all of our students develop into respectful citizens capable of displaying empathy and understanding with the world around them.

Excellence: We provide a curriculum that enables students to develop excellence in a wide range of areas. This can be through examination success, performances and sporting achievements for example. It is important that everyone has the opportunity to achieve excellence and to be proud of their achievements. Through our curriculum provision we seek to remove as many barriers to learning as possible so that all can achieve their 'personal bests'

Key Stage 3

Students will study the Key Stage 3 Curriculum in Year 7 and Year 8. Our Key Stage 3 curriculum gives students the opportunity to study a wide range of subjects including Art, Design and the Performing Arts, in order to expose them to a breadth of different learning experiences so they can make informed choices as they progress into Key Stage 4.

OUR CURRICULUM, cont'd….

The following subjects are taught in Key Stage 3:

English	Geography
Mathematics	History
Science	Religious Education / Citizenship / PSHE / Careers/SBS
Art	A Modern Foreign Language (French or German)
Dance	Information Technology
Drama	Design & Technology
Music	Physical Education

To ensure students have the numeracy and literacy skills to enable them to access the curriculum, some students will follow an alternative pathway in Year 7. Students who follow this pathway will have additional English and Maths lessons instead of History and a Modern Foreign Language. They will return to the full curriculum once they are secure in their knowledge and understanding of these critical subjects.

Key Stage 4

Students will study the Key Stage 4 Curriculum in Years 9, 10 and 11.This is to enable our schemes of learning to teach the skills and techniques necessary for success, develop the knowledge and understanding in depth and to be apply and extend the learning beyond the confines of an exam syllabus. It also gives time to "interleave" the curriculum so that key themes are revisited and developed. It gives time to allow our KS4 students to fully participate in our enrichment activities beyond their normal curriculum e.g Alternative Curriculum Days, Activity Days, Field Trips.

NLS governors and staff are committed to providing a broad range of courses and qualifications at Key Stage 4, appropriate **both** to the differing abilities and interests of students **and** to their future career needs. Our "open" options offer enables students to choose from a wide range of academic and vocational courses including a full range of Art, Design and Performing Arts subjects

All NLS Y9 to Y11 students follow 'Core' courses, taking up 60% of their time, and they then make a 'guided choice' of 4 further 'Options', taking up the remaining 40% of their time.

Core Curriculum

English and English Literature, Mathematics, Combined Science (2xGCSE), Religious Education/Citizenship, Physical Education/Games.

OUR CURRICULUM, cont'd….

Options

GCSE courses: Art, Drama, Music, Geography, History, P.E., French, German, Spanish, Food and Nutrition, Product Design, Textiles, Triple Science, Business, Media

Vocational Courses: Dance, Health & Social Care, Music, ICT, Sports

In line with the Department for Education's ambition for the majority of students to study the full English Baccalaureate (EBacc) suite of subjects; students are strongly encouraged to choose options that will lead to them acquiring this qualification. However we recognise that there are other positive options choices that will provide suitable and aspirational pathways for students. Therefore students can choose other options which offer suitable progression pathways.

There are three curriculum pathways:

Core Pathway:
Core curriculum plus four options choices

Support Pathway:
Core curriculum plus three options plus additional support lessons in English, Maths and Science

Entry Pathway:
For a small number of SEND students personalized pathways will be offered in consultation with parents. These may include a Level 1 VCert in Food and/or Sport and additional support lessons in the Learning Support Room to address individual learning needs.

The curriculum needs of all students will be monitored throughout the year through Guidance Forum. Where it is felt a student requires an alternative curriculum pathway including external provision this will be decided by Guidance Forum in consultation with all relevant parties.

Key Stage 5

Students will choose 3 subjects to study in the Sixth Form. The subjects offered and entry requirements are published in the Sixth Form Prospectus each year. In some cases students may be able to study for a fourth GCE A level qualification.

Examination Results

2017-18 GCSE Results

%9-5 English and Maths	49%
%9-4 English and Maths	73%
Attainment 8	50.45
Progress 8	0.31

2017-18 A Level Results

% A*-B	60%
Average Grade	B-
Value Added	+0.3

CONTINUED PROFESSIONAL DEVELOPMENT

At North Leamington School we are committed to the professional development of all of our staff. We provide an outstanding Continued Professional Development offer internally which is accessed by all staff as part of directed and disaggregated time. All staff receive a personalised approach to their development, which is tightly linked to their appraisal and also reflects our shared vision for whole school improvement.

We promote a culture of collaborative learning for both staff and students. We offer a range of collaborative CPD opportunities, both in terms of programmes and events across the school year. We regularly schedule 'open door' weeks, which provide staff with the opportunity to observe each other teach in an informal manner and learn from one another in the classroom. Departments are organised in Faculties and time is provided for Departments to regularly come together so that staff can share best practice and develop within their subject areas. We also have an internal coaching structure for all levels of leadership, and all new members of staff are assigned a 'buddy' to help transition into their new role.

The school's approach to CPD is broad, and personalised to the needs of every individual member of staff. Some examples of how the school supports ongoing professional development are listed below:

- Nationally recognised external programmes (such as SSAT Lead Practitioner accreditation and National College NPQML/ NPQSL qualifications)
- Subject Knowledge Enhancement programmes
- DfE funded national programmes (eg. Women into Leadership)
- External guest speakers/specialists
- Financial contributions towards external qualifications (eg. Masters credits)
- Active partnerships with local Teaching School Alliances, which provide opportunities for external CPD and collaborative groups such as Subject Networks
- Comprehensive internal CPD programme
- Coaching for leadership
- RQTs are supported through a bespoke CPD pathway
- A focussed T&L team/Lead Practitioners deliver bespoke and personalised CPD on an individual level
- Internal Middle Leader Development Programme for all Middle Leaders
- ITT mentoring opportunities
- NQT mentoring opportunities
- Opportunities for all staff to contribute to the delivery of internal CPD

All of our CPD opportunities are evaluated for impact and we have a proven track record of developing excellent teachers and leaders, which has resulted in high levels of internal promotion.

If you choose to work with us at North Leamington School you will receive a comprehensive 'New Staff Induction Programme'. If you are new to the teaching profession, in addition to the 'New Staff Induction Programme' you will receive a 'Subject Mentor' who will oversee your induction year and all associated NQT assessments.

THE COLLEGE STRUCTURE

At North Leamington School, we allocate each student in Years 7 to 11 into one of five 'colleges'. This sub-divides the school's population into 5 smaller communities and encourages a sense of pride, belonging and structured support.

Each college has its own College Leader who is responsible for the pastoral and academic support within their college, and is a figurehead for the culture and ethos of their college team. Where we have siblings in school, they are normally allocated within the same college, which enables our College Leaders to have a detailed understanding of the children and families within their groups.

Our College Leaders typically have nine 'Learning Mentor' groups, which consist of students arranged into mixed year groups. This supports younger students when they transition from Year 6, but also encourages all students to demonstrate their leadership skills within the daily 'vertical tutoring' (VT) lessons, which are delivered by students to each other and encompass three overarching concepts: showing respect, living without harm and demonstrating acts of kindness.



STAFF WELLBEING

"North Leamington School is a terrific place for students and staff alike, with wellbeing at the heart of our provision"

We recognise the importance of ensuring that all staff at North Leamington School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

Our recent Head Teacher Workload Initiative is testament to the value placed on our teams and their needs, we work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at North Leamington School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised appraisal system
- Departmental buddies for new colleagues
- Exemplary CPD programme
- Leadership Development Opportunities
- Regular Celebration & Recognition weeks
- ABCD (Above and Beyond the Call of Duty) Events and Awards
- Sports & social events
- Mindfulness sessions
- Well equipped staff room and dedicated department bases
- Ample on-site parking
- Laptops with secure home home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the modern canteen and dining facilities
- Staff rates on facilities hire

In addition to the above, all staff members have access to complimentary medical and wellbeing support services available 24 hours a day/7 day a week including (but not exhaustive):

- Physiotherapy
- Nurse support service
- Private medical operations
- Emotional support and counselling
- GP Consultations
- Weight management

EXTRA CURRICULAR

North Leamington School is dedicated to a deep, broad and enriching approach to students' learning.

With this in mind, we have significant extra-curricular provision in place and an established commitment to wider curriculum experiences, which is being enhanced year-on-year.

In terms of extra-curricular provision, we are delighted to offer our students a vast array of sports clubs and activities that are available during school social time and after school. We have a phenomenal record in terms of sporting prowess.

This sporting provision is complemented by our dedication to the performing arts. We have regular performances which showcase the many talents that students have developed, not only in formal lessons but also in clubs. This culminates in a biannual whole-school extravaganza.

Beyond this, we look to ensure that the curriculum offer is wide and engaging through our regular Alternative Curriculum Days (ACD). These are days where the usual timetable is frozen and replaced with a series of personalised sessions aimed at offering students something new and a bit "alternative", whilst also complementing our broad and balanced offer. Opportunities extend further through regular theatre trips and our annual Activity Days.

We are also proud of the class-specific and extra-curricular offer that comes about through our International Schools status - we have a strong reciprocal relationship with schools in France, Jordan and India.

We are very dynamic in supporting our local community and are well-known for our tremendous charity work.

NLS is a truly outward facing school that puts student experience at the heart of things.

Beyond that, we offer staff excellent social opportunities with a thriving PTA and wellbeing agenda.

At NLS, Everyone Matters Equally!

JOB DESCRIPTION

POST:

Data & Exams Administrator

Salary: Scale E, Points 5-6

Responsible to: Data and Exams Manager

Purpose of Job:

- To provide support to the Data and Exams Manager in the running and administering of student data, tracking and reporting, and to input/check data for the production of analyses and statistics
- To manage the housekeeping of the school's Management Information System (SIMS)
- To provide support to the Exams Officer in the running and administering of internal and external examinations
- To be a flexible and adaptable member of the Data and Exams team, providing administration support across both disciplines as defined by school needs

Key Tasks & Responsibilities:

Taking direction from the Data and Exams Manager:

- Manage the housekeeping of SIMS, to include maintenance of student details, deletion of data etc. to ensure a high level of accuracy.
- Train support staff in the use of SIMS and monitor/audit staff to ensure consistency.
- Assist with the running of the NLS pupil tracking system in SIMS Assessment Manager, in a timely and efficient manner.
- Maintain curriculum information in SIMS Academic Management, SIMS Course Manager and SIMS Options.
- Assist with the collation and production of student reports.
- Chase data input from various members of staff according to agreed deadlines.
- Input data and retrieve information, in order to produce statistical reports in Microsoft Excel.
- Maintain records/files/databases as necessary.
- Assist with the production of a series of internal procedures manuals.
- Undertake word processing in Microsoft Word, Excel spreadsheets and other Microsoft office programs as and when required.
- Format and upload data to SISRA
- Any other duties as required in support of the Data and Exams Team.

Taking direction from the Data & Exams Manager and/or Exams Officer:

- Assist in the setting up of examinations including resourcing, exam entries, timetabling and rooming.
- Assist in the collecting and despatch of worked scripts in accordance with the regulations.
- Assist in the checking and distribution of exam certificates.

JOB DESCRIPTION cont'd….

- Collate and submit entries to examination boards as instructed.
- Liaise with subject leaders and teaching staff as required to support examination entries and results.
- Support the Exams Officer in the organisation of exam materials and provide safe custody of, and organise examination stationery and materials, including questions papers, in accordance with regulations.
- Organise exam rooms in accordance with regulations as required.
- Help with any administration duties as directed by the Exams officer or Exams and Data Manager to support the smooth running of the exam season.

Budget Management

The post involves no budget management

People Management

The post has no direct responsibility for supervising staff, although may be expected to demonstrate tasks or advise teaching staff and other members of the support staff and exam invigilator team.

General Requirements:

All school staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the school's vision and objectives
- Be aware of, and follow the Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equal opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either inhouse or externally

Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the OFSTED Inspection Report 2014.

PERSON SPECIFICATION

POST:

Data & Exams Administrator

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Minimum 5 GCSE/O Level/CSE Grade 1, including English and Maths	• Relevant IT qualifications
EXPERIENCE/ KNOWLEDGE	• Experience of working in a busy office environment • Able to use experience and skills to solve problems quickly and effectively for all involved • Proficient in the use of ICT, eg. Word, Excel, Powerpoint, MIS, Email • Experience working with confidential issues	• Experience of SIMS particularly Assessment Manager • A knowledge of external examination process & procedures • Experience working in a team • Experience working in a school
SKILLS/ABILITIES	• Able to work under pressure, remain calm and prioritise tasks • Excellent attention to detail to ensure accuracy • Competent and accurate inputting and checking data and maintaining databases	
ATTRIBUTES	• Hard working with a positive attitude to change • Trustworthy and reliable • Willing to be a flexible and adaptable member of a team, prepared to work across data and exams as defined by school needs • Able to work within established procedures but without close supervision, using own initiative to solve straightforward problems	

HOW TO APPLY

All applications must be submitted by completing the school Application Form, or the online TES Application Form, and emailing to hr@northleamington.co.uk

Alternatively post your application to:

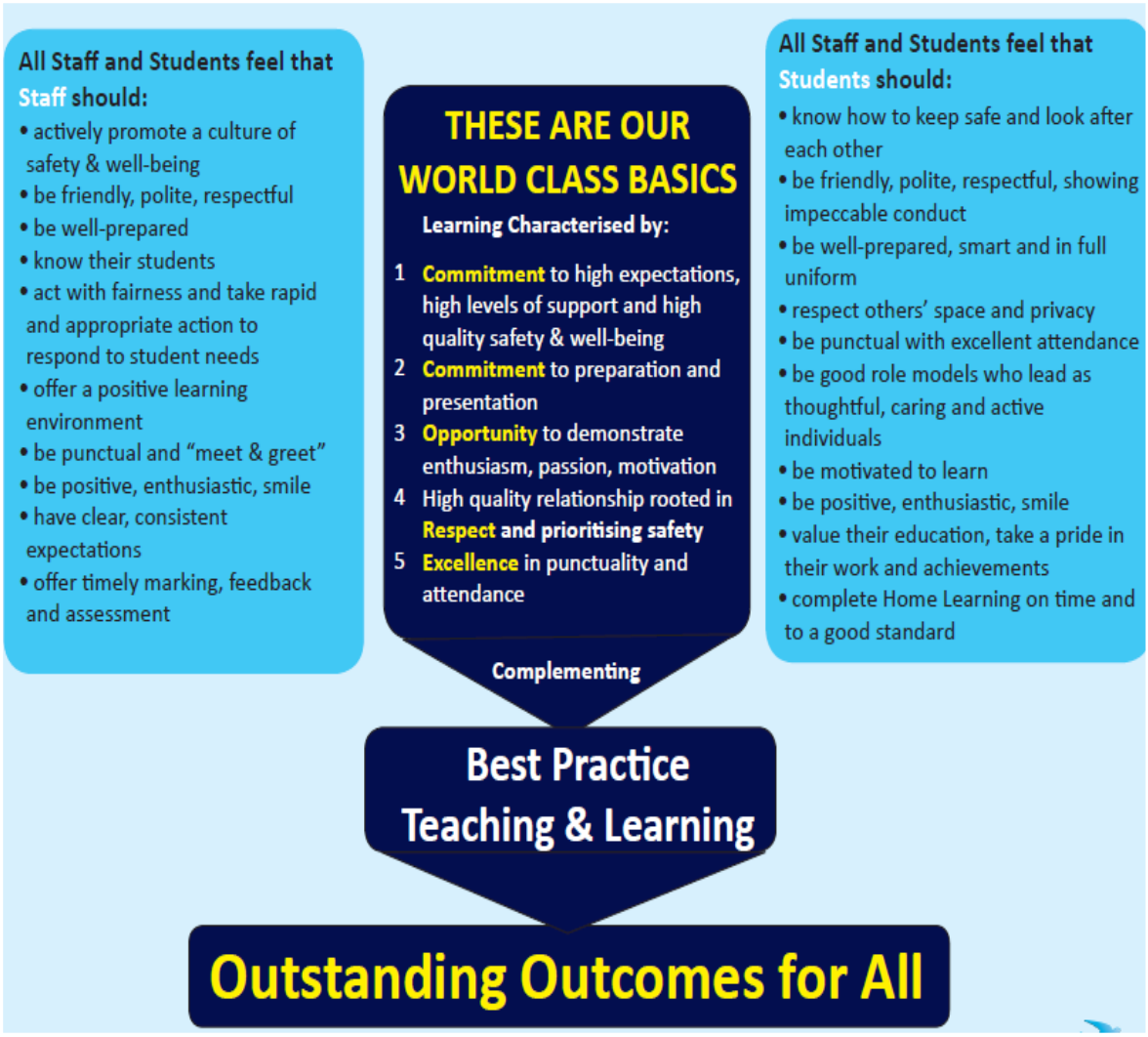
HR Manager
North Leamington School
Sandy Lane
Blackdown
Leamington Spa
CV32 6RD

If you have any queries regarding the application process please contact the HR Manager:
T: 01926 338711 Ext 8408
E: hr@northleamington.co.uk

North Leamington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are made subject to receipt of a completed application form, satisfactory references and Enhanced DBS Disclosure.

WORLD CLASS BASICS



ROOTS & WINGS

Roots

We establish strong foundations for learning and thriving in an ever-changing world beyond school by developing, amongst others, the following skills and attributes:

- Resilience
- Resourcefulness
- Reflectiveness
- Adaptability & flexibility
- Teamwork
- Independence
- Leadership
- Communication
- Active listening
- Confidence

Wings

We get the best out of all our students by:

- Providing 'real life' experiences
- Providing opportunities to lead
- Providing opportunities to challenge thinking and ask searching questions
- Instilling a positive 'can do' attitude
- Instilling a strong work ethic
- Providing a safe but challenging atmosphere to take risks encouraging ambition so they

NORTH LEAMINGTON SCHOOL

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