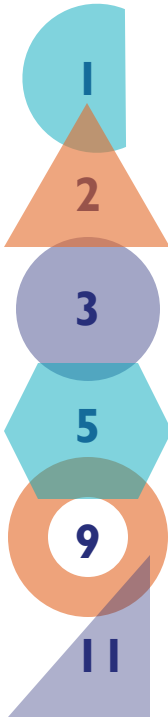




COTSWOLD BEACON
ACADEMY TRUST

Executive Assistant
Candidate Information Pack



WELCOME

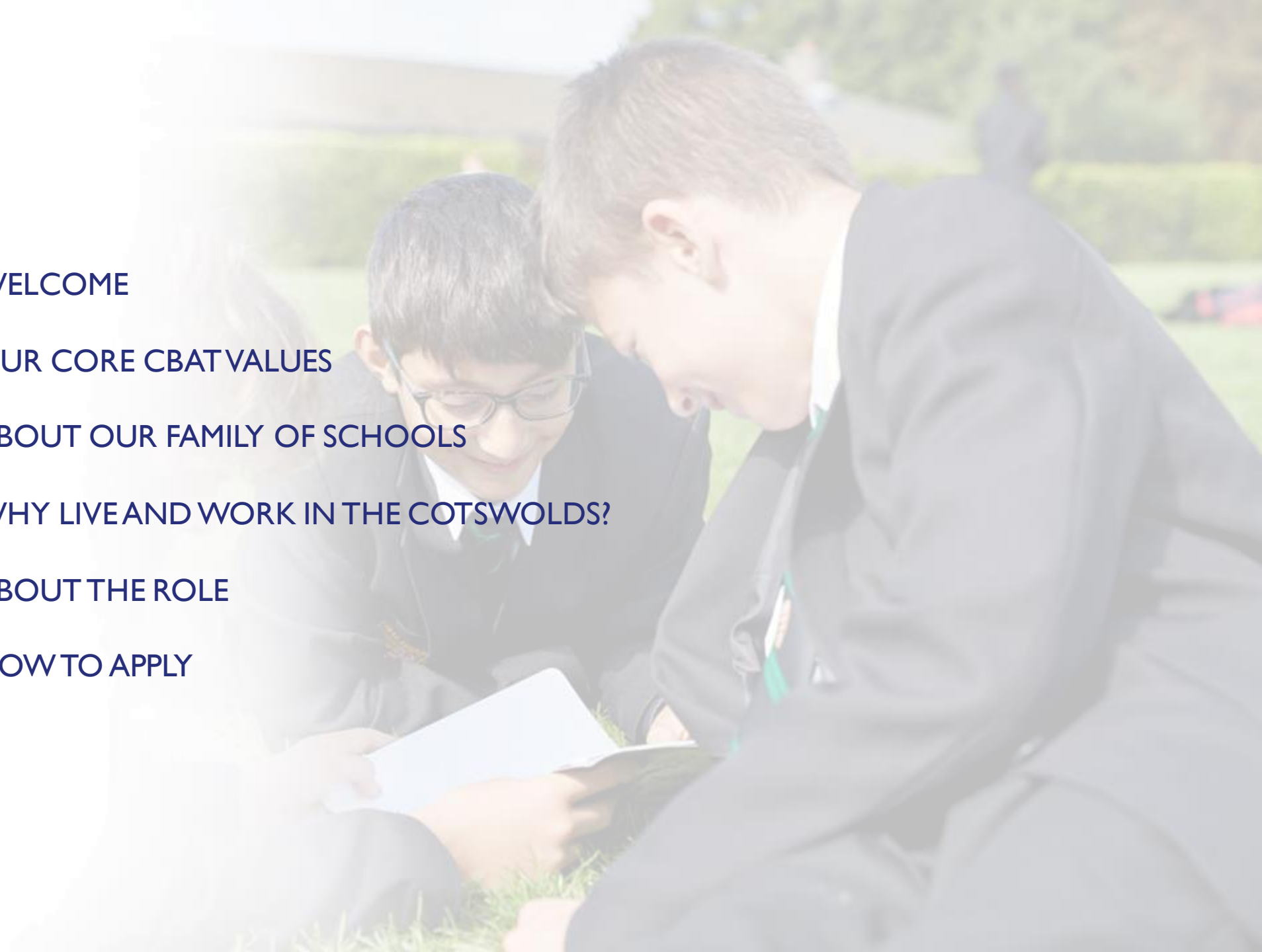
OUR CORE CBAT VALUES

ABOUT OUR FAMILY OF SCHOOLS

WHY LIVE AND WORK IN THE COTSWOLDS?

ABOUT THE ROLE

HOW TO APPLY





CBAT Vision: To develop a thriving partnership of schools that work together to generate and celebrate success and to create opportunities for our students and staff that raise aspirations and inspire excellence.

Welcome to The Cotswold Beacon Academy Trust

Dear Applicant,

Thank you for taking an interest in developing your career with The Cotswold Beacon Academy Trust. We are a Multi-Academy Trust currently serving four schools in the South West. Leaders in our academies have been making a significant impact in Gloucestershire and it is now time to build capacity in advance of increasing need in appointing to the new post of Executive Assistant. It is a great opportunity to work with a group of fantastic school leaders who believe passionately in putting children first.

The Executive Assistant will be a key role, that is part of a team supporting and enabling schools to improve the life chances of the children and families we are serve. When any of us choose to work with young people, I think we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone can make the most of their lives. CBAT was formed in 2016 and is now ready for its next period of growth – it is a truly exciting time and one in which we need the right people to help craft this amazing growth journey. We are an all though, all-inclusive trust and believe every individual has something to contribute to the wider school system. We are passionate about our Audacious Goal - **To be a world class family of schools, harnessing a culture of excellence in education, whilst celebrating individuality.**

If like me, you are passionate about making a difference to the lives of young people – we would love to hear from you.

Kim Wilson
CEO

Excellence
Respect
Endeavour

OUR CORE CBAT VALUES



EXCELLENCE

High standards are enshrined. We relentlessly deliver the best possible education for every young person, irrespective of background. Young people maximise their achievements, academically, socially and emotionally so they are ready to take their place in society and flourish in the future.



RESPECT

We foster a mutual respect between all members of our community and help young people with self-confidence and self-respect so that they become well rounded citizens.



ENDEAVOUR

We nurture young people to strive for the best through perseverance, tolerance, hard work and resilience. We place importance on teamwork and developing independence, where all young people are encouraged to embrace challenge, which leads to success and achievement.



about our family of schools

OUR AUDACIOUS GOAL

To be a world class family of
schools, harnessing a culture
of excellence in education
whilst celebrating
individuality



CALLOWELL PRIMARY SCHOOL

Callowell Primary School is a one form entry primary school with a preschool, 'Jumping Beans' that takes children in at two years old. The school is situated in Stroud and currently has 115 on roll with 24% of pupils eligible for Pupil Premium and 17% of children on the SEND register. There are 28 children registered at the preschool. The school joined CBAT on 1st July 2023 after it went into special measures in October 2022.

In September 2023, a new leadership structure was strategically assigned to the school, with an Executive Headteacher and a leadership team, who has been instrumental in their own school's Ofsted success in May 2022. Currently, there is an Internal Executive Board in place to monitor and support the rapid improvement journey the school needs to take, with a view to re-establishing a School Development Board (Governing Body) in 6 months.

Callowell Primary School staff have fully embraced the need to improve, and the journey the school must take for its children and the community it serves. They are extremely positive about being part of the CBAT family and opportunities this provides.

MARLING SCHOOL

Marling School is a selective boys grammar school, with a large co-educational Sixth Form. In total it has over 1200 students on roll.

At Marling School, we are ambitious for our students and staff so that they thrive in a vibrant, inclusive environment that provides space and challenge. They feel safe and supported to engage with new ideas, to think deeply, to take risks and be aspirational. Inspirational teaching, with broad curricular and extracurricular experiences, fosters intellectual curiosity and a passion for learning. We keep the pursuit of excellence at the heart of everything we do, demonstrating our commitment to continuous improvement. The school motto translates to mean 'To character through study'. It dates from the formation of the school in 1887, yet we believe this idea serves us as well now as it did all those years ago. Our aim is for all Marlingtonians to develop a range of positive character values, including the core values of kindness, intellectual curiosity and perseverance. Marling students learn to be independent thinkers who take responsibility for their learning and their behaviour, who believe in freedom and equality and will join society as citizens of principle taking an interest in the world around them.

We place the wellbeing of our students and staff at the heart of our work and, through the building of positive, mutually respectful relationships create an environment where they can look after themselves and each other. We are immensely proud of, and gain strength from, our community's diversity and have a deep commitment to ensuring we are an inclusive community for all.

CAM WOODFIELD JUNIOR SCHOOL

Cam Woodfield Junior School is a two-form entry junior school which serves a community that is in the lowest 20% of income-deprived areas in England. The school's location is in Cam, Dursley. Currently it has 201 pupils on roll with an eight-class structure. It has 22% of pupils eligible for Pupil Premium and 27% of children on the SEND register. The school shares a site with a Local Authority run infant school and a private nursery that provides parents with a before and after school provision.

Cam Woodfield Junior School successfully achieved a GOOD Ofsted in May 2022 after being placed in special measures in 2017. The school is a thriving hub that prides itself on putting the individual child centrally into everything it does. It achieves this by providing high quality education for all children, guaranteeing a fully inclusive provision for children with pastoral and SEND needs. The ultimate goal is to provide a provision where barriers are removed, and all children experience success and achievement to be the best they can be!

BERKELEY PRIMARY SCHOOL

Berkeley Primary School is situated in a rural town with a strong sense of community. A range of families reside in Berkeley, with many commuting to work in nearby cities. The number of children currently on role is 222, which includes an onsite nursery, which feeds into the main school. This enables us to provide a cohesive provision for EYFS. We pride ourselves on being a relational school, fostering and nurturing secure, caring relationships with children, staff and the wider school community. The school vision, 'if **children are happy, they will achieve**' is underpinned by the school values of 'Be kind, be confident, be you.' Individuality is celebrated and valued within our diverse, broad and balanced curriculum. In June 2022, Ofsted reported that '**Personal Development at this school is inspiring**' and this is evident when you step through our doors.

Why live and work in the Cotswolds?

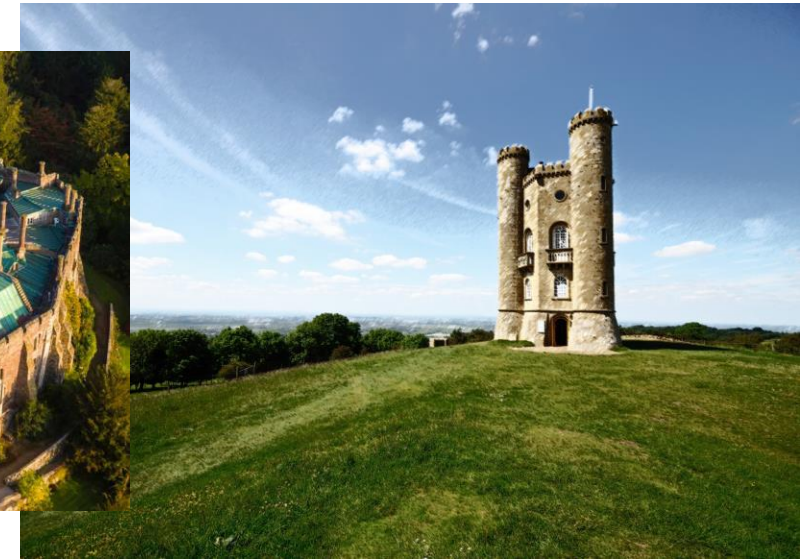
The Cotswold's is a very special, very wonderful place. A short break or even an extended holiday in the Cotswolds will leave you wanting more and what more can you want than to live here right in the middle of one of the most desirable places to be in the UK. Stroud alone was named the top place to live in 2022 by The Times.

The Cotswolds covers a huge area – almost 800 square miles – and runs through five counties (Gloucestershire, Oxfordshire, Warwickshire, Wiltshire and Worcestershire). One of the delights of visiting the Cotswolds is exploring the different areas, each with its own identity, yet all with those defining Cotswold features: golden stone and rolling hills, the 'wolds'.

Explore quintessentially English villages of honey-coloured stone; take in splendid, lively market towns; visit some of the country's greatest palaces, castles and country houses; marvel at the natural world in acclaimed reserves and at some of the most famous arboretas in Britain; walk through breath-taking landscapes along historic trails; or make a splash at The Cotswold Water Park with its lake-land area with its own inland beach and wide range of water sports.

There's a vibrant buzz in places like Cheltenham, Cirencester, Tewkesbury, Stroud and Witney. There are many exciting activities for all the family. And an arty heartbeat too – which extends to the wealth of festivals, concerts and events that are testimony to the creative vibe of the region.

The Cotswolds is also richly rural: more than 3,000 miles of footpaths and bridleways to explore; ancient woodlands and wildflower meadows; 4,000 miles of historic Cotswold stone walls dividing up the landscape.



Location: Gloucestershire – with travel across the South West dependant on the growth of the Trust

Reporting to: CEO

Start date: ASAP

Closing date for applications: 12pm (noon), **Friday 8th December 2023**. Applications received after this date will not be considered.

Salary: Grade 7 – Points 21 – 25 - £28,900 - £32,020 (Pay Award Pending)

Your Application

Please submit a fully completed CBAT application form including a personal statement of no more than 2 sides of A4, font size 12 to HR@cbat.academy

All Candidates invited to interview will be required to bring the following documentation: An original identification document (e.g. passport or driving license), If applicable, proof of eligibility to work/reside in the UK, Documents confirming educational and professional qualifications.

How to apply

For and informal conversation with the CEO about the role, please contact
Recruitment@cbat.academy