

ACCESS LEADER RECRUITMENT PACK

24th June 2024



Meet our Head of School



*Mrs Sally
Wilmot*

Headteacher

Thank you for exploring this opportunity to join our school. We are excited to receive your application.

We are an inclusive, progressive community of just under 100 teachers and 50 associate staff, working together towards our vision – **Achievement through caring**, at the heart of every decision we make for the 1400 students in our care – from Year 7 to Year 13.

The Marches is a strong true comprehensive school with a vibrant Sixth Form– serving the market town of Oswestry in idyllic rural Shropshire.

The opportunity to make a difference with both the topflight high achievers, off to some of the best universities, as well as students who face many

"School leaders take staff workload and wellbeing very seriously. Staff feel valued and they are proud to work at this school."
Ofsted, Sept 2023

barriers to success and need our intensive support and care, is waiting for you if you are ready for the challenge.

Learning radiates well beyond the classrooms, with a vast array of extra-curricular activities, trips and educational visits to get involved in.

Facilities at the school are exceptional, providing students with access to state-of-the-art IT equipment, extensive sports facilities and fully equipped classrooms.

We know our school is a special place, our staff wellbeing survey tells us they love working here because of the relationships between staff, departments and students and we would love to meet you so you can see this in practice.

Job description



Post title

Access Leader



Salary

Grade 6, scp 9 (£13.02/hr, Actual Salary £21,274 per annum pro rata'd)



Hours of work

37 hours per week , Term time only plus 2 PD Days



Post status

Fixed term to 31st August 2025 in the first instance



We offer our staff

- An 'Outstanding' curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities including funded NPQ and other qualifications.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice and noted by Ofsted.
- Year-round free access to our fitness suite.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Collaboration days in additional to PD days – to focus on developments within the working week.
- A laptop for every teacher for work and personal use.
- Spacious Sixth Form Facilities and excellent outcomes.

Purpose

Are you passionate about education, well organised and willing to go the 'extra mile' for the attainment of all students?

If yes, we want you to come and work in our classrooms to ensure the general care and welfare of our students and assist the teachers in the education process supporting children in their learning and the daily routine of the class. This is the start of a new era for the school, and you will be part of our drive for continuous improvement and outcomes, as we continue to provide a strong education for the community of Oswestry in idyllic rural Shropshire.

Why this role above others?

We know our school is a special place, our staff wellbeing survey tells us staff love working here because of the relationships between staff, departments and students.

If you have any queries, or wish to visit the school, please contact Claire Tompsett, SENCO, at: Claire.tompsett@mar.mmat.co.uk

Responsible to:

The SENCO, Assistant Headteacher & Headteacher

To be successful, you will:

- Be able to converse at all levels with staff, students and parents.
- Be able to plan effectively and have good understanding of child development.
- Have experience of innovation and creativity to engage, enthuse and progress learners.
- Think creatively to anticipate and solve problems.
- Embody the values of 'Achievement through Caring'.
- Contribute fully to school life.
- Have high expectations of yourself and be a role model to others.
- Have an appreciation and awareness of child protection, confidentiality, health and safety, and data protection.

Main duties:

Supporting the Students

- Support and provide care, welfare and safety of students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom
- Deliver planned intervention to develop targeted student support to ensure progress and access to high quality first teaching.
- Support the development of independent learning skills
- Support students who have been isolated from their teaching group – e.g. supervision, collection of work, providing guidance with the task, ensure work is completed.

- Assist students with the organisation and completion of homework tasks.
- Establish a positive relationship with students and encourage acceptance and integration
- Follow up student/staff concerns, making telephone and written contact with parents.
- Follow up safeguarding issues in line with school policy and practice.

Supporting the teacher

- Assist the class teacher (and other professionals as appropriate) in the development of a suitable programme of support for students with special needs
- Support teachers in selecting and preparing teaching resources that meet students' needs
- Participate in the target setting evaluation and review of the person centred plan (PCP)

Supporting the SENCO and Associate Assistant Headteacher in charge of Student Support

- Assist in the collation of evidence for Exam Access Arrangements for all relevant students and adopt the role of when required e.g. invigilator, reader, scribe etc.
- Prepare information for and co-ordinate the production of, individual student reports e.g. information for 'Round Robins', SEND review meetings.
- Contribute to Assess, Plan, Do, Review and Annual review meetings.
- Supervise clubs either before normal school hours, during normal school break and lunchtimes or after school.

Supporting the school

- Support the aims and ethos of the school
- Liaise and consult with other professionals supporting students.
- attend relevant in-service training and meetings.
- undertake any other reasonable duties which might from time to time be requested by the Headteacher or any person delegated by them.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

Developing self and leading others:

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- contribute to effective staff induction and professional development
- manage own workload, providing support where necessary and delegating where appropriate
- to ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.

marchesschool.co.uk



- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.




Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in or support development of other schools within The Marches Academy Trust.

Person specification

	 Essential	 Desirable
 Qualifications and training	<ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English • NVQ level 3 or equivalent experience • Awareness of child protection, health and safety, security, confidentiality and data protection policies and procedures 	<ul style="list-style-type: none"> • ISA training category 3. • CEOP training
 Experience	<ul style="list-style-type: none"> • Working knowledge of relevant policies/codes of practice • Good understanding of child development, behaviour management and psychology 	<ul style="list-style-type: none"> • At least five years working in a secondary school or with students in an equivalent role. • Understanding of Exam Access Arrangements • Experience of working with Students with medical conditions • EAL – TEAFL • Experience of delivering training to staff, parents/carers and governors on matters related to SEND reform. • Thorough knowledge of COMPASS and Early Help single point of contact.
 Skills and Abilities	<ul style="list-style-type: none"> • Excellent communicator able to work well on own and part of a team • Ability to work on own initiative • Ability to train, supervise and develop other staff. • Management skills 	<ul style="list-style-type: none"> • Excellent forward planning and organisational skills • Experience with sensory inclusion services/ visual impairment / hearing loss

Person specification

	 Essential	 Desirable
	<ul style="list-style-type: none"> • Ability to plan and prioritise effectively • Ability to work under pressure. • First Aid Qualification (training will be given) 	<ul style="list-style-type: none"> • An understanding of the use of interactive whiteboards
 Personal qualities	<ul style="list-style-type: none"> • Understands the importance of confidentiality • Calm, flexible, dependable and reliable 	<ul style="list-style-type: none"> • Willingness to undertake further training to improve / enhance skills. • Ability to relate well to pupils and adults. • Ability to work well as a team. • Flexibility and reliability. • Ability to bring to the role, initiative, enthusiasm and commitment.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour, and
- Attitudes to use of authority and maintaining discipline

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal



Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Who we are



Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Check out our Marches school video and explore our website for more

<https://youtu.be/5x2Fpqf-2QY>

marchesschool.co.uk

Interested? Here's how to apply:

[Click here](#)

The closing date for applications is:

Monday 8th July at 9am

Interviews will be held:

Thursday 11th July 2024

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in
staff wellbeing
and work life
balance
evidenced in
policy and
practice

Our Trust Vision Statement and Values



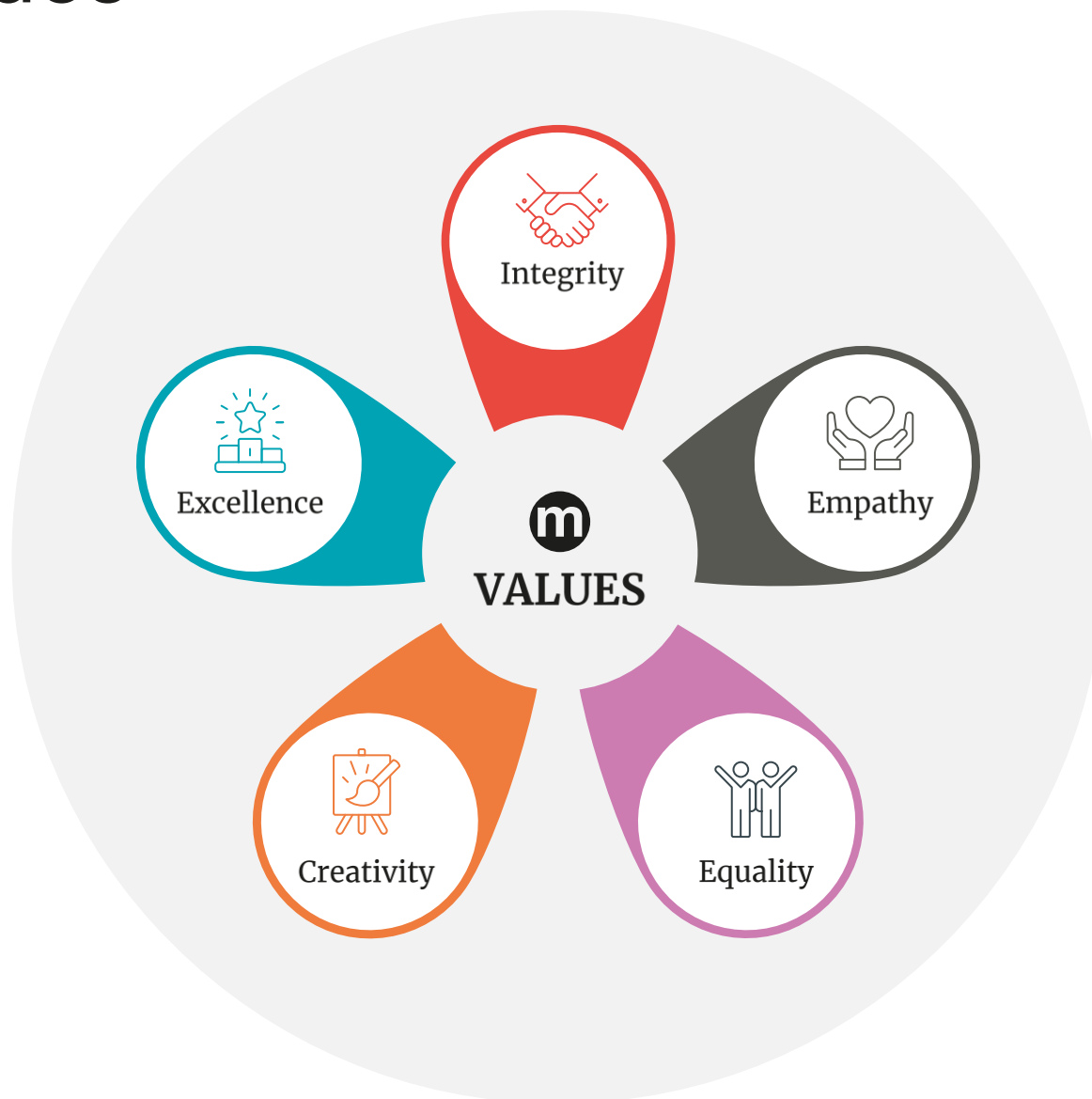
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous non-contact time for staff

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!





We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird, Executive Director of People and Development)

Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



marches school 
part of the Marches Academy Trust

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