



Balcarras School



Applicant Pack



The Balcarras Trust came into existence on December 1st 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust.

The Mission Statement of The Balcarras Trust:

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be "left behind." There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust's schools will be an excellent role model and will play their part in ensuring that each school in the Trust will have its own special ethos. Students will feel proud of their school.



Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the Eastern side of Cheltenham. Consistently rated outstanding by Ofsted, it has also been recognised by The Sunday Times as the highest performing comprehensive school in the Southwest. Balcarras's performance at A level and GCSE is amongst the highest for any school in the country.





Currently there are three schools in the Trust:

Balcarras: an 11-18 coeducational academy with 1402 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A level. Recently, the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher). Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is located in Charlton Kings and is currently where the Trust's registered office is located.

The High School Leckhampton: a brand new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 initially on the Balcarras site. It transferred to its own purpose built accommodation in September 2022. It now occupies a beautiful campus at Farm Lane in Leckhampton. This facility cost £35 million and is state of the art. The school is led by Helen Wood and has for the first two years of its existence been oversubscribed. It achieved "outstanding" during its first full graded inspection in 2024.

Winchcombe School: a high-performing school with high expectations for their students balanced against a supportive environment to help every individual towards success. The school has been led for the last 6 years by Jonathan Templeton and has gone from strength to strength. It achieved record GCSE results in 2022 and 2023 placing it amongst the most successful secondary schools in the county. The school is relatively small and visitors often comment on the 'family feel' which the school rightly prides itself on. Set in an idyllic location with excellent facilities they offer an environment for learning that is both unique and stimulating. A recent multi-million pound investment has added new and refurbished facilities in Sport, Science, Technology and Drama. The school was last inspected by OFSTED in 2024 and it was rated good in all areas.

In addition the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds.

The Trust runs its own School Direct teacher training programme working alongside the Gloucestershire Initial Teacher Education Programme (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH). In 2024 Balcarras became the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.





Balcarras Aims and Values

We provide our pupils with an education of the highest quality so that they leave us with the qualifications, skills and personal qualities they need to lead a successful life.

To achieve this, we will ensure:

- Our commitment to the highest academic standards
- A caring and stimulating environment
- A wide range of extra curricular activities
- A partnership with parents, business and the local community





What is it like working at Balcarras?

It is a very exciting and rewarding time to be working at Balcarras. Our latest GCSE grades were extraordinary and put us in the Top 30 comprehensive schools in the country based on the percentage of pupils gaining 5+ in English and Maths. At A-level the picture was similar. We were listed by the Sunday Times as the second highest performing comprehensive school in the Southwest in Parent Power published in November 2023. It is this commitment to the highest academic standards, whilst at the same time being a caring and stimulating environment, that makes Balcarras feel different from anywhere else.

As part of the Balcarras Trust, our teaching staff have access to outstanding professional development networks including NPOs and ECTs if appropriate.

Balcarras is a great place to work, from staff football and wreath making sessions to Chinese cookery – Balcarras creates opportunities for staff cohesion. We recently ran a whole Trust staff inset on staff wellbeing that covered topics such as physical well being, mental well being, financial wellbeing and reducing workload. Both staff and pupils benefit from Buddy the school dog who is the one of best appointments ever made!



What is the surrounding area like?

Members of staff moving into the area to join Balcarras have a wide variety of locations from which to choose. There are the large urban areas of Cheltenham and Gloucester together with the many modern housing developments clustered around them, the older market towns such as Cirencester and the smaller villages and hamlets of the Cotswolds. Within a short distance of the school it is possible to find both the facilities of a thriving urban area and the tranquility of unspoiled countryside.

Balcarras occupies an attractive site at the very edge of Charlton Kings. The woods and fields of the Cotswold escarpment rise up to the east and south east, while in other directions there is housing surrounding the old village centre.



Administrative Assistant - SEND - General Job Description

JOB TITLE:	Administrative Assistant - SEND
HOURS:	Part-time, term time only—22 hours per week plus 1 x INSET (September)
RESPONSIBLE TO:	SENDCo/Assistant SENDCo
GRADE:	Point 7-9 £13,488.27 - £13,923.01 Actual salary (FTE £18,658.68-£18,052.65)

MAIN PURPOSE:

To provide administrative support as required to enable the efficient and effective running of the SEN department.

- ⇒ General administration support to ensure the smooth running of the department.
- ⇒ Administrative tasks associated with the Education, Health and Care (EHCP) Annual Review process.
- ⇒ Keeping online records up to date as directed by the SENDCo.
- ⇒ Order stationary, books and resources and maintain the supply of kitchen essentials.
- ⇒ Filing of relevant paperwork in student folders (electronically where appropriate).
- ⇒ Administrative support for the Clerk to the Appeals Panel.
- ⇒ General day to day support for the Individual learning department.
- ⇒ Central point of contact for colleagues and parents for the individual learning department within school, answering the phone, emailing/phoning parents etc.
- ⇒ Year 6 transition coordination – parent meetings and all admin tasks associated with Year 6/7 transition.
- ⇒ Coordination of the reading tests for Y7 and Y8 pupils.
- ⇒ Support TAs on a daily basis.
- ⇒ Liaising with external professionals/agencies, for example, health professionals, educational psychologists etc as and when required.
- ⇒ Scheduling room bookings for the Individual Learning Department.
- ⇒ Any administrative tasks that are needed at short notice by the Individual Learning Department.
- ⇒ Cover for main school reception.

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Administrative Assistant - SEND Person Specification

We're looking for a friendly, organised person with a real 'can do' attitude and a drive for doing a great job. The role will offer a variety of tasks and responsibilities – making a flexible/adaptable approach to your work essential.

You may have some or all of these skills:

- ⇒ Friendly and approachable.
- ⇒ Great written and spoken communication skills.
- ⇒ Excellent interpersonal skills – able to develop and build relationships with people from all backgrounds/organisational levels.
- ⇒ Ability to work to deadlines; remaining calm under pressure.
- ⇒ Comfortable working independently and managing a variety of tasks and priorities.
- ⇒ Attention to detail/accuracy.
- ⇒ Team player.
- ⇒ Strong organisational skills.
- ⇒ Flexible/adaptable working style.

The Balcarras Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.



Selection Process

- ⇒ After the deadline for the position has passed there will be a shortlisting meeting with the Headteacher, Head of Department/Line Manager to review the applications.
- ⇒ Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- ⇒ Unsuccessful applications will be notified by email. Unsuccessful candidates can request feedback by email.
- ⇒ Successful applicants will be invited for interview by telephone or email.
- ⇒ References will be requested at this stage.

Please stipulate clearly on your application form should you wish for your references not to be checked prior to job offer.

- ⇒ A formal letter confirming the interview arrangements and plan for the day will then be emailed to candidates including details of documentation that will be required to be presented on the day.
- ⇒ One of the requirements of the day will be to complete a "Declaration of Criminal Record and other information" check.
- ⇒ If you have a DBS certificate from your current work place, you will be required to show this.
- ⇒ Candidates will be required to undergo a formal interview (including safer recruitment questions) and where appropriate a task. All information concerning the day will be provided in the formal letter.
- ⇒ A decision will be made on the day where possible.
- ⇒ Both successful and unsuccessful candidates will be notified by telephone where possible.

For all enquiries about this position please email jobs@balcarras.gloucs.sch.uk

<https://www.thebalcarrastrust.co.uk>