



Assistant Key Stage Leader

Grade 6

Required from
September/October 2024

Recruitment Pack

Message from the Headteacher

Thank you for expressing an interest in this post at Ashby School. Ashby is a school with a proud history and a strong position in the local community; where students are delighted to learn, and staff are excited to work. It is also a school embracing innovation as we transition through age-range change. We welcomed our first Year 7 students in September 2022 who start our progression to an all through school whilst we continue to welcome Year 10 students transitioning from our local High Schools until this August 2024. We are thrilled about the opportunities that will be created by this exciting change and know that all members of our school community will benefit from it.



Part of the LiFE Multi-academy Trust, our School and Sixth form pride themselves on putting students at their heart. We want all our students to be happy and successful and are committed to ensuring that all students fulfil their academic potential. However, at Ashby, we realise that academic success is only a part of our role as educators. We offer our students a range of opportunities to enable them to embrace our core values; to 'Show Respect'; 'Accept Responsibility' and 'Build Resilience' to prepare them for their successful futures. We were delighted to see our approach to this work and the results of our recent improvement and innovation reflected so positively in our OfSTED inspection in January 2024 where we were judged to be a good school with a good sixth form provision.

Ashby is also a school built on the power of its staff. We have a great team of professionals, with exceptional subject knowledge, who enthuse students about the subjects they love. Ashby School also takes huge pride in growing the professionals of the future; working closely with a range of local ITT providers, as well as utilising professional development opportunities both within and beyond the MAT to ensure that investing in our staff is a key feature in our improvement strategy. This is evidenced by so many of our staff staying at Ashby year after year with several growing from their NQT year into Senior Leadership positions and giving back to their school community through the work they do.



Such investment in staff is also indicative of our willingness to work with those we employ. We know that through a career, things change and new challenges arise. We are proud of the work that we do with staff to ensure that we can find ways to adapt to need and, as such, this post is offered alongside a willingness to discuss flexible working approaches.

We look forward to your application and showing you that 'Anything is Possible' in such an innovative and exciting setting!

Dr Jude Mellor

Our Ethos

'Empowered to Learn'

We want every student to have the support they need to succeed, while recognising that success looks different for every student. We also appreciate that students need to learn to be empowered; it is this ethos that underpins our commitment to develop the whole child both within and beyond the classroom.



'Anything is Possible'

Society is evolving rapidly which makes the future possibilities endlessly exciting for our students. We want them to embrace these opportunities, develop the skills they need to navigate the challenges ahead and embody our ethos that 'Anything is Possible'.

Our staff go the extra mile every day. Alongside our academic successes, we believe in creating a school community that reflects the kind of society in which we want to live.

In addition, our values focus around these aims:



We seek to embed these in all we do as embodied by our innovative and unique Empowering to Learn curriculum at the heart of our Key Stage 3 provision.



Our Student Experience

Age range change presented Ashby with an amazing opportunity to grow a Key Stage 3 curriculum with future citizens at its heart. Our curriculum is therefore driven by subject strength, engagement, and skills development, as well as enjoyment for both staff and students alike!

Following on from this, our Key Stage 4 curriculum incorporates a broad and balanced offer that is flexible enough to meet the needs of our individual students and best supports both achievement and progression to further education be that within our Sixth Form or beyond.

Our Pastoral Support

Each of our year groups has a Year Team Leader who is part of our support staff. They are supported by Assistant Key Stage Leaders and administrative staff as well as staff focussed on supporting our Looked After Children and those in receipt of Pupil Premium.

Our Curriculum & Learning Support

We support our students' learning through a range of staff positions including administrative support for the smooth running of our school, our data team to support tracking and intervention of student progress and our reprographics and library team who support our students to open their minds through reading. We also have an active and engaged team of technicians working in our practical subjects to both support and facilitate learning in a student facing way. Alongside these, our cover supervision team work with students in the event of staff absence to maintain learning. They are skilled at building relationships with young people and embodying our ethos of empowering students to learn whatever the circumstances.

On a more individual basis, our Teaching Assistants work with individual and small groups of students with a range of learning needs. They also contribute to our intervention programme lead by our intervention lead TA and delivered alongside our academic tutors. Our learning and pastoral systems come together in a range of facilities including:

- The LINC Learning and Inclusion Centre where our dedicated team of Teaching and Learning Support Assistants work with students with Special Educational Needs in both classroom settings and intervention groups.
- The Bridge focussing on supporting student well-being.
- The Gateway, an on-site Alternative Provision supporting students who find mainstream learning more challenging through facilitating a range of hybrid learning models.

Our Premises, Catering and Cleaning Team

We strongly believe that where we create the right environment for learning, our students have the best possible chance of success and we do this through investment in our premises, catering and cleaning teams. We have also recently added some housekeeper positions to our staffing in order to create ownership of our learning spaces so staff in all positions can tangibly contribute to our students' progress.



Job Description

Job Title	Assistant Key Stage Leader
Grade	Grade 6, Points 9-10 Actual salary: £20,453.63-£20,797.69
Hours and Weeks	37 hours a week, 39 weeks a year Hours of work – 4 days at 8:00am-4:00pm, 1 day at 8:00am-3:30pm. All including a 30 minute unpaid lunch. Term time plus 2 teacher days plus 3 days to support evening and results events as appropriate.

Personnel within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.

Job Description

Ethos	<ul style="list-style-type: none"> • Embody the ethos of Ashby School in all they do • Be a relentlessly positive role model for students • To deal with issues in a positive manner, communicating actions to staff and parents as appropriate • To communicate with colleagues, students and parents in a positive and professional manner
Curriculum	<ul style="list-style-type: none"> • To have an awareness of curriculum and academic processes in order to support learners to be successful in their engagement with education • To support & demonstrate the ethos of setting high expectations, ensuring hard work and independence in learning of all students • To support the drive for high student achievement through liaison with SLT, Year Team Leaders, RSLs, course leaders and students • Implement pastoral interventions following grade sweeps • To support students into mock examinations and through Non-Examined Assessments as appropriate
Teaching and Learning	<ul style="list-style-type: none"> • To support the gathering of student voice around learning experiences • To monitor the effectiveness of completion of work set outside the classroom for example as homework, as remote learning or during 10th hour lessons • To contribute to the school timetable inclusion provision as appropriate, including supervised study • To support students to complete effective learning during time spent outside of the mainstream classroom

Community	<ul style="list-style-type: none"> • To support Year Team Leaders to organise and implement a framework for daily tutorial activities • To support Year Team Leaders to ensure that our students understand their responsibilities, are respectful and resilient and are nurtured to become well rounded individuals • To plan, in conjunction with Year Team Leaders, the tutor programme and to monitor its weekly delivery • To promote the ethos of the school through contributing to high-quality assemblies • To respond to parental communication in a timely and professional fashion • To be available to support all relevant parent events • Have involvement in relevant meetings with parents and professionals • To support leadership opportunities for students including enrichment where appropriate • To support the recruitment of staff through facilitation of tours and student voice as appropriate • To have an awareness of systems for transition to next steps in education • To support the transition process for students into Ashby School or Ashby Sixth Form as appropriate • To be present at school on and around results days to provide advice for students within these arrangements • To attend promotion events as appropriate (utilising TOiL if these occur external to Ashby School day) • To support the application for next steps in learning post-16 or post sixth form
School organisation	<ul style="list-style-type: none"> • To work as part of the Pastoral Team, sharing duties and information as appropriate • Respond/assist with the On Call system, which will involve the monitoring and logging of 'on calls', reporting to parents/guardians and re-engaging students with lessons • Providing support at break, lunchtime and after school detentions • Be actively involved in promoting a respectful school environment through strong presence in corridors at lesson changeovers, during break times, end of lunchtimes and at the end of the day, wherever possible • Responding quickly and efficiently to the varying demands of the role, some of which may be of an unpredictable nature • Undertake duties and staffing of the pastoral office • To report any Health and Safety concerns to relevant colleagues

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Great interpersonal skills. • Ability to work effectively as part of a team. • Level 2 qualifications in maths/numeracy and English/literacy. • Effective ICT skills, particularly word, excel & outlook. • Ability and willingness to undertake professional development. • Willingness to train in First Aid • Willingness to accompany off-site visits • Empathy with young people and a desire to see them reach their potential regardless of barriers. 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of a database ICT system • Awareness of child protection • First Aid qualification • Knowledge of health and safety procedures.

Advert
Assistant Key Stage Leader

Grade 6, Points 9-10

37 hours a week, 39 weeks a year

Actual salary: £20,453.63-£20,797.69

Do you want a job that is fulfilling? Do you love and value supporting young people? Do you believe in the opportunity for every child to have the best possible opportunity to learn? Are you patient, tenacious, optimistic and a great communicator? Then Ashby School could be the place for you!

Our dedicated pastoral team work to support our students to be and achieve their best. Working with a year group or key stage, they are students' primary point of contact with a hands on approach to celebrating wins and tackling challenges. We are looking for relentlessly positive individuals who are engaged by working with young people and have compassion and tenacity to support them through challenge.

We believe that Ashby is a great place for students to take their next educational steps, be it as they join our Year 10 or as we expand our Key Stage 3 provision. We also believe it is an equally great place to start or take your next steps in employment.

So, if you think this could be just what you have been looking for, we look forward to welcoming your application!

This is a temporary appointment at Ashby School until July 2026 in the first instance.

Application forms and further details available on the school website at www.ashbyschool.org.uk

Ashby School is committed to safeguarding and promoting the welfare of all of its students and expects all staff to share this commitment. The successful applicant will be subject to enhanced clearance by the Disclosure and Barring Service and pre-employment checks.

Closing date for applications is 9am Tuesday 27th August 2024.

We are committed to support our employees and so applications for flexible working within this post will be considered. We are also willing to consider combining this post with others we are currently advertising if you are interested in a more varied approach.

Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ashby School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ashby School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ashby School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Ashby School will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ashby School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ashby School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ashby School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.