

Secondary

Academy
Transformation
Trust

Combined Cadet Force (CCF)

School Staff Instructor (SSI & Cover
Supervisor

Application Pack

Westbourne Academy
Marlow Road, Ipswich IP1 5JN

Contents

01	About ATT	Page 3
02	Career Testimonials	Page 5
03	Academy Information	Page 6
04	ATT Institute Information	Page 7
05	Job Description	Page 8
06	Person Specification	Page 10
07	How to Apply	Page 12



01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environment in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)

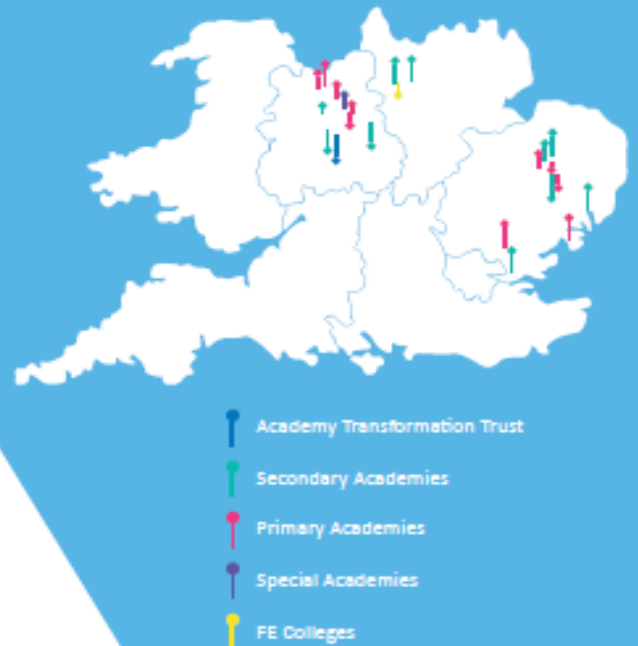


Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Strategic Aims

- To plan and deliver a curriculum which enables students to reintegrate with learning, delivers improving progress and outcomes for all learners and demonstrates that lessons have been learned from the pandemic experience.
- To create the conditions in which our people can demonstrate independent, thoughtful and confident behaviours in pursuit of our vision and aims.
- To continue to improve our financial performance alongside an enhanced reputation in business operations and governance.



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 10
Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

Headline Performance Measures

- **Record progress scores** for many of our academies in 2019.
- **Rising Attainment 8 and Progress 8** rates for three years running across all secondary academies.
- **Rising Key Stage 5 average points scores** across all academies for three years.

Academy Ofsted Ratings

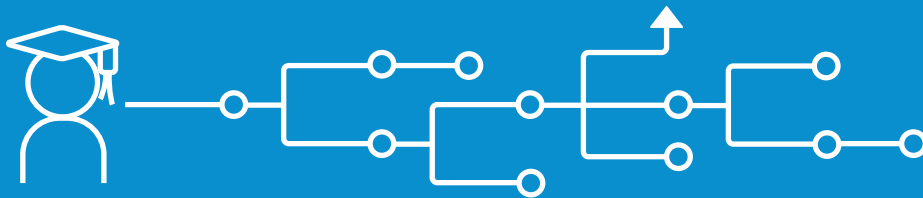
1 Outstanding

18 Good

1 Requires Improvement

1 Inadequate

02. Career Testimonials



Peter Webster | Team Leader for Drama

I joined Westbourne Academy initially as a maternity cover, but pretty soon after sought to stay in a permanent position after loving the school's passion for Performing Arts and the potential I saw in the ability to create some amazing productions.

Soon after joining, I signed up for the NPQ for Behaviour and Culture provided by ATT and this has been a fantastic learning experience for me in developing my own skill set and collaborating with other teachers in the trust.

I take pride in my position as Team Leader of Drama and the opportunities that await me here.

Martin Sexton | Faculty Leader for Business, Health and Computer Science/ STEM Co-ordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Teacher of Learning Lead/Assistant Principal

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.



03. Academy Information



WESTBOURNE ACADEMY

Westbourne Academy in Ipswich isn't just a school – it's a microcosm of the world with students from all around the globe. Between them they speak 32 languages, and their unique perspectives on learning and life make this a very special academy. Since 2016, our Ofsted rating has gone from Requires Improvement to Good in 2019 – an incredible transformation that we are keen to continue. In particular, inspectors noted that “students enjoy positive relationships with their teachers” and that teachers “benefit from a comprehensive training programme in a range of areas that is bespoke to the needs of individuals.”

We regard this as an enormous achievement, as many of our students come from deprived backgrounds and face significant barriers to learning.

We welcome fresh ideas from all our staff and actively value their creativity and imagination. We are passionate about improving our practice, and we are always keen to find new ways to do things.

Westbourne Academy offers the satisfaction of transforming disadvantaged young people's futures, in an excellent location amidst attractive countryside, just an hour from London.

Our abiding passion is for all students to “achieve their potential” and to “develop the skills necessary for employment and life” through their learning and the development of their intellectual, creative, physical and emotional capabilities.

We aim to instil our core and aspirational values and for our students to develop moral integrity and become responsible global citizens. We, therefore, encourage them to develop a strong sense of responsibility towards each other and to those beyond their immediate community.

The pursuit of academic excellence is crucially important, but the learning experience for Westbourne students is not confined to the classroom. We are fully committed to the idea of an all-round education where personal development is valued as much as examination success, and we are proud of discrete lessons in enrichment.

The Academy is well served by a team of highly committed teachers and support staff, who frequently “go the extra mile”, working in partnership with the Trust, Local Academy Committee Members and parents to provide the very best possible education. We are extremely fortunate to have exceptional staff to support “Team Westbourne” and the pursuit of its vision and strong core and aspirational values.

We are proud of our students and, if you take the opportunity to come and meet us all, as I sincerely hope you will, we believe you will see why.

Mark Bouckley, Principal



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

04. The ATTI Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description



Combined Cadet Force (CCF), School Staff Instructor (SSI) & Cover Supervisor

Purpose of the Role:

Accountable to: CCF Contingent Commander through to the Principal.

The CCF School Staff Instructor is employed by the school and is directly responsible to the Contingent Commander (CC). The SSI is to assist the CC in the efficient management of the Contingent and in other duties as directed by the Principal. Although employed by the school, the appointment is subject to approval by the Army Chain of Command.

The SSI should ideally be a person from a military background who, through previous experience and training, will play a key role in maintaining the high standards of the Combined Cadet Force. They will also be a part of our cover supervision team, covering classes for absent colleagues for approximately 15 hours a week.

Key Responsibilities:

Combined Cadet Force: (Detailed SSI responsibilities are laid out in Annex C to Chapter 2 to AC 72133 – Combined Cadet Force Regulations).

- Ensuring all relevant MoD and school policy is adhered to.
- Maintaining up to date training and personnel records on the Cadet Management Information System (Westminster).
- Overseeing the training and development of CFAV's and cadets.
- Making and managing bookings for external activities, including transport, training support, Defence Training Estate, stores, ammunition and weapons.
- Physical maintenance and operation of equipment and material stores, including clothing, exercise equipment, air rifles and other miscellaneous equipment.
- Security and maintenance of air rifles and other MoD issued stores.
- Liaison with MoD HQ's, Units and Agencies.
- Joint administration with the CC of the CCF budget.
- Organising and participating in overnight training, military camps and other training activities.
- Attending courses appropriate to the role of SSI.
- Assisting with other duties as deemed appropriate by the Contingent Commander.

Cover Supervisor

- Supervise whole classes during the short-term absence of Teachers.
- Give instructions for the lesson as provided by a teacher, maintaining good order and keeping pupils on task.
- Respond to general questions and provide general feedback to teachers (you will not be required to undertake 'specified work' such as planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).

- You will not be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.
- Complying with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supporting difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participating in training and other learning activities as required.
- Attending relevant school meetings as required.
- Respecting confidentiality at all times.
- Participating in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Complying with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensuring that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.

Specific Responsibilities:

- Support for pupils.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Keep pupils on task and respond to general queries.
- Support for teachers.
- Keep appropriate records as agreed with the teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Support for the curriculum.
- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

06. Person Specification



Combined Cadet Force (CCF), School Staff Instructor (SSI) & Cover Supervisor

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> Literacy and Numeracy to GCSE 4/C or equivalent. Range qualified (SA(LR) & SA(M) or equivalent). 	<ul style="list-style-type: none"> Educated to A level standard or equivalent.
Experience	<ul style="list-style-type: none"> Working with young people. 	<ul style="list-style-type: none"> Working with young people in an educational setting. Experience of working in a school/academy environment Previous experience of working in a training environment. Relevant experience of working with cadets. First Aid qualification (or hold an equivalent qualification).
Competencies	<ul style="list-style-type: none"> Good interpersonal skills and communication skills. Ability to work as a member of a team. Use initiative and ability to work independently. Good organisational skills and ability to work to deadlines. Ability to work in a firm but fair way with pupils. Calm disposition. Flexibility and reliability. Excellent attendance and punctuality record 	
Values	<ul style="list-style-type: none"> Genuine passion and a belief in the potential of every pupil. Able to follow instructions accurately but make good judgments and lead when required. Hard working, conscientious and detail orientated. Effective team worker; helpful, friendly and able to make good judgements and lead when required. Adaptable, organised, and able to work with minimum supervision. Acts as a role model to staff and students. Demonstrates resilience, motivation, and commitment to driving up standards of work and achieving excellence. 	

	<ul style="list-style-type: none"> • Approachable, flexible, calm, and caring with a 'can-do' attitude. 	
Other	<ul style="list-style-type: none"> • Demonstrate integrity. • Promotes and defends equal opportunities. • Commitment to the safeguarding and welfare of all pupils. • Hold a full UK driving licence with the D1 entitlement • This post is subject to an enhanced Disclosure and Barred Service check. • This post is subject to approval and checks by Westbourne Academy, the MOD as well as CCF Regulations. 	

Applying:

Please apply by visiting

www.academytransformationtrust.co.uk/vacancies

07. How to Apply

Combined Cadet Force (CCF), School Staff Instructor (SSI) & Cover Supervisor



Status: Permanent

37 hours per week (15 hrs Cover Supervisor / 22 hrs CCF/SSI)
39 weeks per year

Salary:

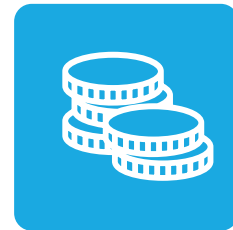
NJC Scale Point 7-11 Cover Supervisor / NJC Scale Point 20-23 CCF/SSI

£23,965 to £25,535 actual per annum

£27,862 to £29,604 FTE

SSI is entitled to 51 Voluntary Allowance (VA) days in addition to their school salary.

Salary negotiable for the right candidate



Closing Date:

Wednesday 21 February 2024, 09.00am

Start Date:

As soon as possible



Interviews:

To be confirmed




 @academytransformationtrust

 @AcademyTrust

 academytransformationtrust.co.uk

 office@attrust.org.uk

 0121 354 4000

 Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

