



LAWN MANOR  
ACADEMY

# RECRUITMENT PACK



**ASCEND**  
LEARNING TRUST

# Welcome, from the Head

**Lawn Manor Academy is proud to be part of the Ascend Learning Trust.**

We were the first school to join the Ascend Learning Trust in September 2017 and we enjoy close links with all Ascend Learning Trust schools. We believe that within each child there is a real potential to achieve and that, as teachers, it is our job to ensure that this potential is met through their academic studies and high expectations.

Lawn Manor Academy is an all-ability school and we place great emphasis on inclusive education. We have an excellent pastoral care system to support pupils and the community. We offer a rounded curriculum to suit children of all abilities with excellent facilities to support this. We take pride in the focus we give to each child as an individual and how we help them to develop and grow to achieve well and be a good citizen.

We have an ambitious vision for our school with a robust strategy for achieving it. Our I Learn values are at the heart of our strategies for success.

Working at Lawn Manor Academy is both rewarding and inspiring. We are an inclusive environment that celebrates diversity and different cultures daily. We are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit our school.

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet; whether they are in the boardroom, on the stage, in the lab or on the sports field at home or abroad. A positive mind-set is important at Lawn Manor Academy.

We take pride in “Inspiring and Creating Futures for All”.

**Sandra Muir**  
**Headteacher**

## Band / Salary / Hours

Grade MPS1-UPS3 + TLR1A  
Actual Salary £28,000 - £43,685 +£8,706  
Full Time – Permanent Contract

**Closing Date – Midnight 17.05.2023**

**Interview Date – Week commencing 22.05.2023**

## How to Apply

To apply please ensure you complete an application form available from the Trust website [www.ascendlearningtrust.org.uk](http://www.ascendlearningtrust.org.uk) or complete the online application. Applications should be submitted via [recruitment@ascendlearningtrust.org.uk](mailto:recruitment@ascendlearningtrust.org.uk)

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.



## Job Description

### Head of MFL

Under the direction of a member of the Senior Leadership Team.

#### TLR Responsibilities:

- Provide strategic leadership and management of the department to ensure continuous improvement and development.
- Lead and manage the department on a day-to-day basis
- To line manage the EAL Coordinator
- Take a leading role in the delivery of the curriculum and be an exemplar of best practice in the department
- Lead and manage the work of the other teachers within the department
- Represent the department at Raising Standards meetings
- To work with the Leadership Team and outside agencies to further develop the practice of the department
- Monitor, evaluate and review the work of the department in line with school policies to ensure continuous improvement of standards
- To administer the performance management review of each member of the department in line with the school's Performance Management Policy. Undertake the management of staff within the Department, including induction, interviews, training, development and career management and day-to-day management matters, such as leave of absence, sick leave, etc. and referring where required to the HR Manager or Headteacher
- To liaise with the Academy's HR Manager with any staffing issues
- To liaise with the Academy's Finance Team in order to ensure the effective management of all department finances
- To implement, monitor and review the department self-evaluation and contribute to the whole school evaluation (SEF)
- Ensure consistent formative assessment/marking of all pupil work and to carry out standardisation and moderation of pupil's work
- Use pupil data to set and monitor targets in order to ensure progression
- Report regularly to your Line Manager on all aspects of the work of the department
- Lead school visits, which are arranged for the department as required liaising with the Finance Team
- To effectively implement the schools safeguarding procedures as they relate to teaching and learning within the department, including the identification of training as required
- To effectively deploy additional adults, including Teaching Assistants, in order to maximise student achievement and attainment
- To actively manage resources required for the work of the department in line with current Health and Safety and best value guidelines
- To model Health & Safety with the department and report incidents
- To take a lead role on Data Protection in the department and to report breaches to the Data Protection Officer
- Ensure that opportunities to include moral, ethical and spiritual aspects of the subject are promoted
- To develop the schemes of learning to deliver the future curriculum
- To work with the Senior Leader responsible for timetabling, in developing the department timetable.

**Line Management** – Teachers, Additional adults

## Person Specification

### ESSENTIAL:

- Ability to teach Spanish
- Qualified Teacher Status QTS
- Excellent track record of high attainment and progress
- Excellent subject knowledge
- Excellent classroom behaviour management
- Lesson quality good or outstanding
- Effective management of other adults
- Effective communication skills both oral and written
- Passion for teaching and learning
- Experience of assessing and tracking student progress at KS3 and KS4 and applying the appropriate strategies to sustain and improve pupil attainment
- Ability to enthuse and motivate others

### DESIRABLE:

- Experience in more than one school
- Experience in leading one or more curriculum area, including identifying needs, planning and monitoring standards
- Experience of leading staff teams/curriculum development and measuring progress
- Experience of self-evaluation

### Personal Qualities:

- Profound interest in pedagogy
- Commitment to inclusive approaches to education for all
- High expectations
- Commitment to whole staff, department and other meetings
- Ability to promote high standards in teaching and learning
- Willingness to learn
- Commitment to inclusive education
- Stamina, drive, energy, enthusiasm and determination to succeed
- Commitment to excellence and high expectations
- Commitment to supporting extra-curricular learning
- Commitment to student safety and safeguarding
- Sense of humour

## About the Ascend Learning Trust

**The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.**

The values of Compassion, Respect and Ambition are those which are essential in the Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

**We offer Compassion** – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

**We seek and offer Respect** for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting both staff as they progress their careers in school and pupils on leaving school.

**We seek and hold Ambition** for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

## Work for Us

**As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:**

### Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

### Benefits

We also offer an excellent staff benefit package which include discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

## Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Carefirst we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school. **This includes:**

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained mental health first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,



## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

### **All staff are required to undertake employment checks which include:**

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Health checks

Ascend Learning 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. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.