



LAWN MANOR  
ACADEMY

# RECRUITMENT PACK



ASCEND  
LEARNING TRUST

## 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,

# 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

## Job Description

Reports to: Head of Science

### Responsibilities

Professional duties for all teachers in England and Wales are outlined in the school Teachers Pay and Conditions. All academy post-holders are expected to support LMA's & RWBAT's vision and values that are embedded in the day-to-day and long-term running of the academy which include but are not limited to:

- Inspire pupils to achieve their very best.
- Ensure all pupils make outstanding progress and achieve challenging targets.
- Fully implement all Academy policies and procedures.
- Create an exciting learning environment.
- Create relationships based on mutual respect.
- Be an effective part of the team.
- Manage own professional development.
- Work closely with all support colleagues.
- Work collaboratively with academy staff in sharing ideas and best practice.
- Form effective relationships with parents and other parties.

The job description is not the contract of employment but an outline of the main roles and responsibilities for each teacher in the school.

### Teaching Responsibilities

- To be a mentor as required.
- To work as part of a team to deliver high quality lessons within an agreed scheme of work in line with the National Curriculum and other internal and external examination requirements.
- Monitor, evaluate, assess and review the work of individual students and groups of students in line with school policies to ensure continuous improvement of standards.
- To record the work covered by each class including homework and test scores.
- To ensure high standards of achievement and attainment.
- To be responsible for the discipline of all students in your classroom, before, during and after the lesson.
- To manage the work of any additional adults in your lessons including teaching assistants and learning mentors etc.
- Maintain an excellent environment and culture for learning in the faculty through the use of display, the school's reward and behavior systems.
- To be responsible for the health, safety and welfare of the students in accordance with the Council's policy and Health and Safety at Work Act, 1974.
- To attend meetings and work in partnership with parents and other external agencies.
- To carry out actions in order to meet School Improvement Plan and faculty targets.
- To carry out duties in accordance with the Staff Handbook and the Staff Information Booklet.
- To establish a positive ethos in the school by setting an example of high standards of professional dress and behaviour.
- Where possible, support, maintain and improve the school's extra-curricular programme including coursework clinics, homework clubs, extra lessons, performances etc.

## Person Specification

### Knowledge & Experience

#### ESSENTIAL

- Degree Status (First/2:1/2:2)
- Qualified Teacher Status QTS or currently completing teacher training
- Excellent subject knowledge
- Recent experience of teaching at both Key Stage 3 and Key Stage 4
- Effective management of teaching assistants and other assigned adults
- Support for student sub-groups including those with SEN
- Communication skills, including good written English
- Passion for teaching and learning
- Good classroom behaviour management
- Use of ICT to enhance learning and teaching
- Recent and relevant professional development
- Understanding of the learning process
- Understanding and application of pupil related data
- Use of assessment in the teaching and learning process
- Willingness to learn

#### DESIRABLE

- Form tutor experience
- Team player
- Inter-personal skills
- Excellent ICT skills
- Commitment to whole staff, faculty and other meetings
- Ability to promote high standards in teaching and learning
- Reflective practitioner
- Commitment to inclusive education
- Experience of working with stakeholders: parents, Governors, LA etc
- Personal Qualities
- 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

## **Band / Salary / Hours**

M1-UPS3

Fixed Term Contract until 31.09.2023 to cover Maternity Leave

## 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 either directly with the school or via [hr@ascendlearningtrust.org.uk](mailto:hr@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

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job.

The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

## 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.