



Lord Grey Academy
Lord Grey Can



TEAM LEADER OF ACADEMIC CENTRE AND LEARNING SUPPORT CENTRE

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



Lord Grey Academy

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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

You have made a great decision to pursue your career with us. We are committed to every member of staff and you will find a community of colleagues where support and development for you as you progress in your career is second to none. We have a strong staff who are committed to our young people and our pursuit for academic rigour with compassion.

Lord Grey Academy has been part of the Tove Learning Trust since April 2018 and we are proud of our commitment to ensure every student reaches their potential. Our GOOD OFSTED judgement in May 2022 recognises how leaders have created a focused learning community where pupils enjoy learning and can see that they're making good progress through the curriculum.

We are the third Paris St Germain Football Academy in the UK committed to teaching young people football the Parisian way. An exciting opportunity for staff, students and the community to get involved in the game and knowledge of nutrition, health, strength and conditioning.

Lord Grey Academy is an inclusive, vibrant and diverse learning community where students develop skills in, and beyond, the classroom to ensure they flourish. We ensure that every student has access to an outstanding education and is given the best opportunities to thrive.

We create a shared ethos and an "i can achieve" attitude through our core values and motto Lord Grey Can! Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become a reality. Our values of Determination, Ambition, Curiosity, Integrity and Civility are caught, taught and sought out so that we develop the character of Lord Grey students to prepare them for life beyond school. We have the highest expectations in all that we do and expect of others with strong pastoral, learning and behaviour systems in place to hold students into the pace of our Lord Grey way: the way we do things here.

I am excited to have such a strong body of staff to help continue this pathway towards realising our vision. We work collaboratively across all areas of the school- support staff, teaching staff, admin staff- with one aim to secure the very best futures for our young people. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students and staff at Lord Grey build close relationships and foster a strong culture of learning.

The staff team supports each other well and there is a strong sense of togetherness and commitment to our motto and ambition. We are truly committed to reducing unnecessary work burdens for our staff and promoting a healthy work life balance. Wellbeing of staff and students is always a priority with our own Mental Health team, Ethos Team and staff socials as well as some perks, no emails at weekends and in evenings, a true open door policy so you can speak freely including anonymous staff surveys termly. As a result of these surveys, the leadership team truly listens to staff and over the last 18 months have centralised detentions, created automated systems for communication home and constantly review staff wellbeing to promote healthy work life balances.

We are a community.

We are a community who CAN and DO every day.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal



Lord Grey Academy
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Advertisement

TEAM LEADER OF ACADEMIC CENTRE AND LEARNING SUPPORT CENTRE

Permanent

**Hours of Work: 8.00am – 4.30pm Monday – Thursday
8.00am – 4.00pm Friday**

**39 weeks per year - Term time plus training days
Plus 53 additional hours to be worked during the school holidays**

**Tove Learning Trust Band H - £25,409 - £28,900
Actual annual starting salary: £23,960 per annum**

This is a non-teaching role.

We are looking to appoint a Team Leader of Academic Centre and Learning Support Centre (LSC). The Team Leader will be responsible for the smooth day to day running of the LSC, as well as overseeing the provision for social, emotional and mental health for students within the Inclusive Learning Faculty. This will include leading the ASDAN programme, running nurture groups and ensuring that there is an effective mentoring programme.

The Team Leader of Academic Centre and Learning Support Centre (LSC) will manage a small team of Learning Behaviour Mentors who will assist in the delivery of the day-to-day duties. The successful candidate will liaise closely with parents and teaching staff, conducting regular reviews of academic, as well as social and emotional progress.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Tuesday 18th April 2023.

Only successfully short listed candidates will be contacted.

Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



JOB DESCRIPTION

Role: Team Leader of Academic Centre and Learning Support Centre (LSC)
Responsible to: Assistant Principal – Inclusive Learning
Based at: Lord Grey Academy
Grade: Grade H, points 14 to 21

Job Context

Working from the Learning Support Centre with the Learning and Behaviour Mentors, to be responsible for ensuring the delivery of the smooth day to day running of the Learning Support Centre (LSC) and Academic Centre and ensuring that student needs are met.

Key Responsibilities

1. To lead the Learning Support Centre Team and Academic Centre
2. To liaise closely with the Lord Grey Academy staff and to ensure students learning opportunities are maximised
3. To contribute towards the delivery of high-quality education for all students
4. To actively fulfil responsibilities and obligations regarding safeguarding and child protection
5. Other duties

Job Description

Responsibility area 1 To lead the Learning Support Centre Team and Academic Centre

- 1) Liaise with the Assistant Principal - Inclusive Learning and other members of the Leadership Team to develop our whole school provision for students with SEMH needs
- 2) Oversee and deliver specific SEMH programmes and interventions to meet the needs of identified students, including mentoring and nurture groups
- 3) Oversee mentoring provision within the LSC
- 4) To effectively line manage the Learning and Behaviour Mentors Team
- 5) Lead the 'Assess-Plan-Do-Review' cycle for identified students, with support from the SENDCO as necessary
- 6) Lead the delivery of ASDAN programmes for KS3 and KS4 students
- 7) Support the monitoring and evaluation of student's progress, including feedback for students with an EHCP
- 8) Foster a supportive, calm and productive environment, established through trauma-informed practice
- 9) Contribute to the operation of a child-centred approach to individual cases
- 10) Be aware of, and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person
- 11) Prepare and use individualised lesson plans and resources to support students
- 12) To lead and participate in training and other learning activities and performance as required
- 13) Participate and contribute to continuous professional development to ensure up to date knowledge and skills
- 14) Responsible for the day to day running of the LSC
- 15) Oversee the mentoring programme, including evaluation of impact
- 16) Oversee the nurture group programme, including evaluation of impact
- 17) Oversee the Lexia literacy programme, including evaluation of impact
- 18) Ensure effective nurture group provision is established, as well as ensuring that programmes are in place to support students with social, emotional and mental health difficulties
- 19) To ensure effective communication with all academy staff, in particular the Pastoral Team



Responsibility area 2 To liaise closely with the Lord Grey Academy staff and to ensure students learning opportunities are maximised

- 20) To attend relevant meetings and briefings as required
- 21) Implement strategies that maximise student achievement through intervention
- 22) Ensure an effective programme is available to support students with social, emotional development
- 23) Develop links with Heads of Year, subject teachers and tutors to seek their advice for strategies and resources that improve attainment
- 24) Liaise with subject teachers on appropriate programmes of study
- 25) Ensure all students engage in wider curriculum activities
- 26) Ensure students have clear reintegration programmes when appropriate
- 27) To support teaching staff by working with the class teacher and assisting with students with challenging behaviour
- 28) Maintain records of involvement with targeted students and their parents

Responsibility area 3 To contribute towards the delivery of high-quality education for all students

- 29) Contribute to the promotion of a positive view of Inclusion and acceptance of all students
- 30) Contribute to the overall ethos/work/aims of the school
- 31) Contribute to drawing up Student Support Plans
- 32) Raise students' awareness and understanding of their target grades
- 33) Encourage students by helping them with their work, teaching them study skills and offering appropriate guidance and advice
- 34) Monitor attendance of targeted students in the LSC and develop strategies to improve their attendance in liaison with Heads of Year and the pastoral team
- 35) Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities

Responsibility area 4 To actively fulfil responsibilities and obligations regarding safeguarding and child protection

- 36) To be part of the school's Safeguarding Team
- 37) Ensure staff and students are safe at all times
- 38) To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy
- 39) To record safeguarding concerns on the CPOMs system

Responsibility area 5 Other Duties

- 40) To appreciate and support the role of other professionals
- 41) Oversee the integration procedures into school of in year admissions and students on a managed move into school
- 42) Develop appropriate contact with parents of targeted students
- 43) Attend parents' evenings as required
- 44) Research, organise and maintain the collection of resources to support student learning
- 45) Create attractive displays
- 46) Ensure that effective communication with Lord Grey Academy staff is established, in particular the pastoral team
- 47) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 48) To undertake such duties as may from time to time be reasonably assigned by the Principal



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Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



PERSON SPECIFICATION

Experience	Essential	Desirable	How evidenced
Working with or caring for children of relevant age for minimum of 2 years	✓		A
Experience of working with children with SEMH needs	✓		A
Experience and knowledge of trauma informed practice		✓	A
Knowledge	Essential	Desirable	How evidenced
Evidence of successful outcomes in the planning and delivery of 1-1 and small group activities/ programmes	✓		AI
Evidence of evaluating the impact and effectiveness of intervention programmes	✓		AI
Ability to relate well to children and adults	✓		AIR
Ability to work constructively as part of a team	✓		AIR
Knowledge of key issues in SEMH	✓		AI
Effective use of ICT to support learning	✓		AI
Understanding of relevant policies/codes of practice and awareness of relevant legislation	✓		AI
General understanding of the secondary school curriculum		✓	AI
Basic understanding of child development and learning	✓		AI
Ability to self-evaluate learning needs and actively seek learning opportunities		✓	AI
Ability to relate well to children and adults and to stay calm with children and teenagers with complex emotional needs	✓		AIR
Lead and work constructively as part of a team, understanding roles and responsibilities and your own position within these	✓		AIR
Ability to communicate effectively, both verbally and in writing	✓		AI
Excellent communication skills with parents/carers	✓		AI
Education, Training and Qualifications	Essential	Desirable	How evidenced
Five GCSE qualifications at grade C or above, to include English and Maths or equivalent	✓		AI
	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		AI
Commitment to be aware and uphold the Academy's Policies	✓		AI
Commitment to be aware and uphold the Academy's Equalities Policy and Safeguarding and Child Protection Policy and Data Protection Policy	✓		AIR
Willingness to be flexible with working hours to respond to the school's needs	✓		AI

A – Application form I – Interview R – Reference



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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



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How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:
<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.