



KINGSBURY
GREEN
ACADEMY



Recruitment Pack

Achieving Excellence Together

Welcome, from the Head

Dear Candidate

Thank you for considering this opportunity. We are excited to offer a unique opportunity for a knowledgeable and skilled person to join our forward-thinking team at Kingsbury Green Academy, a school with ambitious goals and ever-improving outcomes. This role is perfect for an individual who is eager to contribute to a high-performing educational environment. If you are passionate about making a real impact, we want to hear from you. We seek candidates who are driven to enhance the educational experiences and life chances of our students. Since joining Kingsbury Green Academy (KGA) in September this year, I can confidently say that it is a vibrant and welcoming place where both staff and students thrive. As an experienced headteacher and trust leader, I sought to return to headship at a school that fosters a strong sense of community and belonging. I was eager to be part of a school dedicated to delivering an ambitious and broad curriculum through excellent evidence-informed teaching. I was searching for a school which was committed to offering a variety of trips, after-school clubs and activities that help students explore their talents and passions.



Most importantly, I wanted to be in an environment where positive relationships amongst staff and students are nurtured through mutual respect. KGA excels in all these areas. Behaviour of students is excellent, outcomes for children improve every year, and there is a dedicated team of staff and governors working in supportive partnerships with parents and students.

When you join KGA, you also become part of The Ascend Learning Trust (ALT), a collaborative network of secondary and primary schools committed to enhancing student experiences through the sharing of best practices, pooling resources, and tackling common educational challenges. At ALT, staff well-being is a top priority. The trust emphasises professional development through exceptional training and coaching while valuing work-life balance. We respect your time by never asking staff to complete tasks that don't directly benefit our students. We also avoid short deadlines and last-minute calendar changes and we never ask you to complete unnecessary administrative tasks. This dedication to staff well-being is more than just a promise. Each year, every staff member is entitled to book one day's leave on a day of their choosing as a "well-being day". This year's two-week October half-term has also enabled staff and parents to enjoy more affordable holiday options. Moreover, our summer term concludes earlier than most, allowing for an extended summer break.

Joining KGA means joining a supportive and forward-thinking community where your well-being and professional growth are truly valued and our vision and values guide everything we do here:

Vision and Values

We are committed to delivering a rich and diverse curriculum through passionate and knowledgeable teaching. We aim to engage all learners and support them in making exceptional progress, regardless of their starting points.

We believe in achieving excellence collectively by:

- Embracing every opportunity for growth and development.
- Breaking down social, economic, and academic barriers to help students reach their full potential.
- Valuing hard work and perseverance as the keys to success.
- Inspiring every individual to be bold, courageous, and aspirational.
- Fostering a culture of mutual respect and pride in ourselves, our school, and our community.

As Headteacher, I assure you of a supportive and dedicated senior team, a stimulating and happy work environment, and the opportunity to work with exceptional young people. You will join a team of professionals who are committed to making a difference and to shape the future of Kingsbury Green Academy.

Nicola Bull
Headteacher

Achieving Excellence Together



Welcome, from the CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. 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 these 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.

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.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley
Ascend Learning Trust **CEO**

Exam Invigilator



Salary: Grade B - £11.59 per hour

Type of role: Permanent & casual

Closing date: 09.00am, Friday 4th April 2025

Interview date: TBC

Anticipated Start date: As soon as possible

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 the areas which will be assessed at both application and interview. 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.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

Job description

Kingsbury Green Academy is part of the successful Ascend Learning Trust. In April 2022, Ofsted judged Kingsbury Green Academy as 'Good' in every inspection category. We are ambitious to build on this judgement by being recognised as an 'Outstanding' school in every sense of the word.

We are looking to increase our team of Examination Invigilators to supervise students taking external exams (GCSE, GCE and vocational qualifications), and all internal exams.

You will be required to work throughout the year, but predominantly in April, May and June on a casual basis.

Main duties and responsibilities are as follows:

- Preparing the examinations room, including distribution of papers
- Supervising entry and seating of candidates.
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates' queries in accordance with the exam regulations
- Supervising any candidates who may need to leave the room in accordance with exam regulations
- Acting as a reader/scribe for students
- Distributing additional paper/equipment as required
- Ensuring that efficient time keeping is maintained
- Concluding an exam in accordance with exam procedures
- Assist in the collecting and sorting of exam papers and scripts
- Ensuring the security of exam papers and scripts

Full training will be provided for successful candidates.

Person Specification

Successful candidates will be:

- reliable & punctual
- honest & trustworthy
- observant & alert
- able to work as part of a team

Applicants do not need to be available for 5 days a week. This role often suits people who have other commitments / jobs on certain days. This role also suits people who are only available for part of a day i.e. mornings or afternoons.



How to apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Kingsbury Green Academy MyNewTerm](#)



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.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.

Kingsbury Green Academy



Thank you for visiting our employer profile. We hope you'll enjoy learning more about the excellent opportunities for teaching at Kingsbury Green Academy and living in the nearby area.

Kingsbury Green Academy, which is part of the successful Ascend Learning Trust, opened its doors for the first time on the 5th of September 2019. We are an ambitious, forward thinking 11-18 Academy situated in a beautiful location on the outskirts of Calne in Wiltshire.

Our Facilities

The school has superb facilities which include: 13 Science Labs, a Design and Technology complex, digital media centre and the latest computer-aided design and ICT facilities. Sport is important at Kingsbury Green and we enjoy a sports hall, gymnasium, tennis courts and 33 acres of sports fields, as well as the use of the neighbouring 'Calne Community Campus'.

The Arts are supported with Art and Design studios, a photography dark room and processing facilities, fully equipped Drama studios and three purpose-built music rooms with practice rooms for instrumental tuition.

We also have a cafeteria with outdoor covered eating area, gardens, an on-site nursery (babies to pre-school) and a purpose-built Sixth Form Centre.

Our Location

Our Campus is set on the edge of town, with views across the beautiful rolling Wiltshire countryside. Calne offers a great rural quality of life but is not far from other nearby towns and the M4, giving easy access to Bristol and to the South West. Wiltshire is home to the World Heritage Site of Stonehenge and boasts many other sites of historical interest.

Calne is some 19 miles east of Bath, 6 miles east of Chippenham, 13 miles west of Marlborough and 16 miles south west of Swindon. We welcome visits to the school for prospective candidates.

Achieving Excellence Together

About Ascend Learning Trust

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Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.



Together we **Belong, Believe, Become**

Work for us

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

Benefits

We also offer an excellent staff benefit package which includes 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:

- Discounted Gym Membership
- Hundreds of offers and discounts and cashback on local and national stores.
- Employee Assistance Provider
- On site flu vaccinations
- Excellent Pension schemes

Professional Development

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.



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 Mindful Employer, 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)
- Online Search checks
- 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.