

Secondary

Academy  
Transformation  
Trust

Academy Manager

# Application Pack

Mildenhall College Academy

The Hub,  
Sheldrick Way,  
Mildenhall  
Suffolk  
IP28 7JX

# Contents

<b>01</b>	About ATT	Page 3
<b>02</b>	Career Testimonials	Page 5
<b>03</b>	Academy Information	Page 6
<b>04</b>	ATT Institute Information	Page 7
<b>05</b>	Job Description	Page 8
<b>06</b>	Person Specification	Page 10
<b>07</b>	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 environments 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.

## Our Priorities: Big Moves

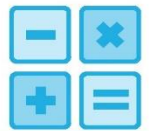
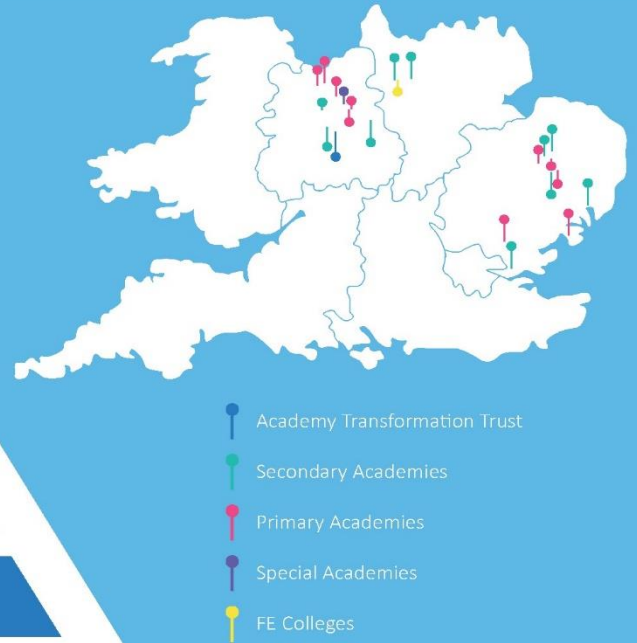
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



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.

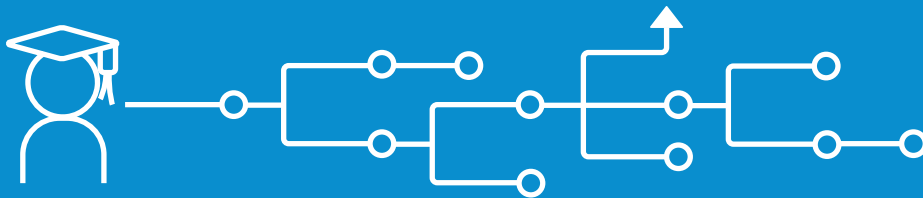


1 Outstanding

19 Good

1 Requires Improvement

## 02. Career Testimonials



### **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.

### **Martin Sexton** | Lead for Computer Science and STEM Coordinator

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** | Faculty Leader, Humanities

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.

### **Janye Sargent** | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

# 03. Academy Information



For the past forty years, Mildenhall College Academy has taken a truly holistic view of education.

From an extensive range of academic visits to participation in national STEM challenges, a supportive Mindfulness Club and a varied programme of arts and sports activities, we go the extra mile every day to bring learning to life.

In our most recent Ofsted inspection, the Academy was again rated as Good, with inspectors noting that “pupils achieve well across a range of subjects in both the main school and sixth form”. Mathematics was confirmed as a particular strength, and inspectors were pleased to see that we “know which areas need to be improved to make the quality of education even better”.

The report went on to comment that “teachers know the key priorities for improvement and there are well-considered plans to achieve them” and are “proud to work at the school and feel well supported by the Principal and wider leadership team”.

That support will enable you to become the teacher or support staff you’ve always wanted to be, progressing your career here or anywhere within Academy Transformation Trust – and will help us on our exciting journey towards Outstanding.

To discover our holistic approach for yourself, you need to meet our Principal, teachers and students.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

## Professional Development at ATT:

# 04. The ATT

### 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:

[ATT Institute](#)

# 05. Job Description

## Academy Manager

**Responsible to:** Principal

**Core Purpose:** To promote the academy ethos of working together; supporting individuals, work hard; be kind and MCA TRAITS by leading by example and by supporting the achievement of the highest possible educational standards through the smooth operational running of the academy.

### Key Responsibilities:

- To be responsible for the academy's operational systems covering HR, Finance, Premises, Administration.
- To act as the academy's Health and Safety Officer ensuring that all health and safety legislation, policies and procedures are adhered to.
- To ensure that the Academy complies with Data Protection, Copyright and Freedom of Information legislation.
- To assist the Principal in the day to day effectiveness and running of the academy.
- Policies: HR, GDPR, Finance, Health & Safety, Educational Trips & Visits.

### Wider contribution as a leader in the academy:

#### You will:

- Lead by example and consistently embody our high expectations as set out in 'The Mildenhall Way'.
- Contribute to the effective safeguarding of students, promoting student welfare and working with the SLT to ensure that students and staff are safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of MCA TRAITS.
- Promote inclusion, equality of opportunity and diversity in all your work.
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the academy's work.
- Contribute to and take an active part in your own professional development and the improvement of the academy.
- Value and recognise the work of all staff in the academy empowering them to fulfil their role, encouraging their professional development and supporting their wellbeing.

### Leadership Responsibilities specific to the role:

#### Data Systems

- Manage cover requirements and supply needs including the induction of supply staff.
- Oversee the academy website ensuring it is user friendly and compliant with current requirements.



- Quality assures all messages sent out via the academy communication systems to ensure they are accurate and well written.
- Oversee all academy Census returns.

#### **Premises including Health & Safety**

- Ensure all statutory and non-statutory risk assessments are in place across the academy including those for curriculum areas.
- Take part in regular health and safety risk assessments, visits and reviews.
- Prepare and update the Academy Continuity Plan and risk analysis.
- Ensure Critical Incident Files are in place and updated half termly or after any significant changes.
- Make arrangements for appropriate health and safety training to take place.
- Undertake necessary training to ensure the academy meets statutory and Trust requirements.
- Liaise with the Regional Estates Team.
- Liaise with, and quality assure, contractors including the Trust contract with Vertas ensuring high quality provision and value for money (Catering, Cleaning, Site supervision and external contractors).

#### **People Development**

- To line manage and monitor the effectiveness of the Finance Administrator, Communications Team Leader and Administration Staff.
- Carry out appraisal in accordance with the academy's appraisal policy.

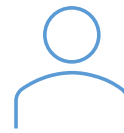
#### **NOTE:**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

Mildenhall College Academy 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 by observing the academy's Safeguarding policies and procedures.

# 06. Person Specification



## Academy Manager

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>Level 4 qualification / industry equivalent qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification or experience as a Business Manager in a school or similar organisation.</li> <li>IT/MIS or experience of school-based systems.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of managing budgets.</li> <li>Experience of using IT systems.</li> <li>Good familiarity with all applications of Microsoft Office.</li> <li>Experience of leading projects and/or people.</li> <li>Experience of working effectively with a wide range of external partners.</li> </ul>	<ul style="list-style-type: none"> <li>A working knowledge of secondary education.</li> <li>Knowledge of GO4Schools.</li> <li>Knowledge of 4matrix.</li> <li>Knowledge of Bromcom.</li> <li>Knowledge of GDPR.</li> <li>Knowledge of Health &amp; Safety legislation.</li> <li>Knowledge of completing DFE Census returns.</li> </ul> <p>Training can be provided for all these systems.</p>
Competencies	<ul style="list-style-type: none"> <li>An ability to share the vision for the future of our academy.</li> <li>Excellent communication skills.</li> <li>The ability to motivate and inspire people.</li> <li>Exceptional organisational skills and ability to meet deadlines.</li> <li>An ability to consult and share decision making with the senior leadership team.</li> <li>Ability to organise own workload and priorities on a day-to-day basis using own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent line management skills and experience of leading a team.</li> <li>Familiarity with intranet and webpage design.</li> </ul>
Values	<ul style="list-style-type: none"> <li>An understanding of and commitment to the academy's Equalities Policy and the ability to promote this in the day-to-day work of the post.</li> <li>High standards of professionalism.</li> <li>Willingness to take on other roles and responsibilities within the team.</li> </ul>	<ul style="list-style-type: none"> <li>A good sense of humour and an ability to remain calm under pressure.</li> </ul>

	Essential	Desirable
Values continued...	<ul style="list-style-type: none"> <li>• An understanding of and respect for the confidentiality required by the post.</li> <li>• An understanding of the responsibilities of safeguarding and promoting the welfare of children.</li> <li>• Excellent record of attendance and punctuality.</li> </ul>	

# 07. How to Apply

## Academy Manager

### Applying:

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

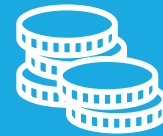


### Status:

37 hours per week  
52 weeks per year (All year round)

### Salary:

NJC Scale Points: 36 - 42  
Actual Salary: £44,428 - £50,512



### Closing Date:

Friday 12<sup>th</sup> July 2024 at 9am

### Start Date:

01 September 2024



### Interviews:

Tuesday 16<sup>th</sup> July 2024





 @academytransformationtrust

 @AcademyTrust

 academytransformationtrust.co.uk

 office@attrust.org.uk

 0121 354 4000

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

