

Secondary

Academy  
Transformation  
Trust

PA to the Senior Leadership Team

# Application Pack

Iceni Academy  
Methwold

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# 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

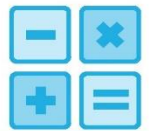
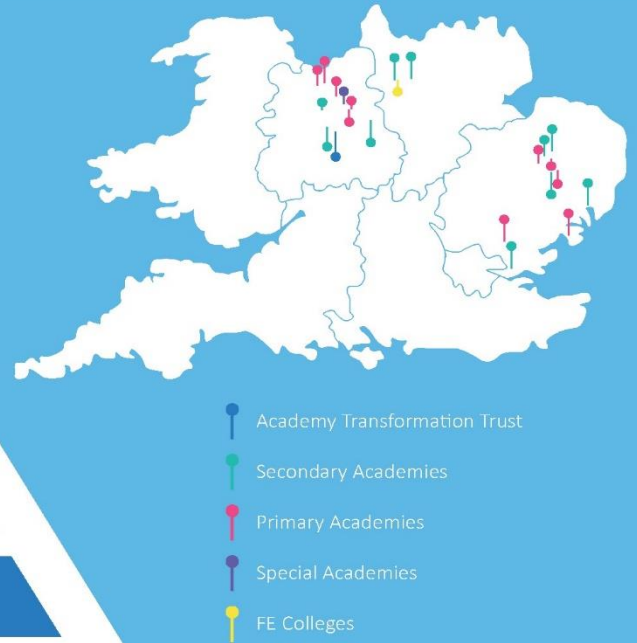
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

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.

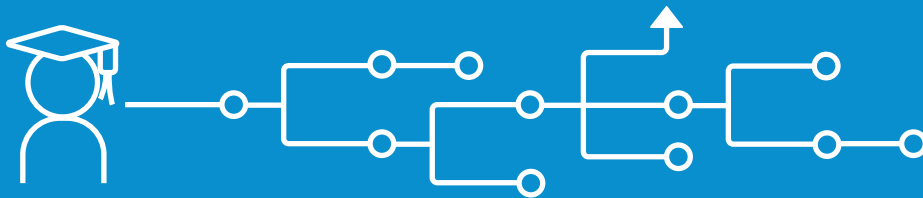


1 Outstanding

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.

## **Cat Rushton** | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

# 03. Academy Information



Iceni Academy Methwold is on a journey to transform the lives of all students

and staff with whom we work. We are determined to give our students the very best education possible so they can realise their full potential and succeed in their later lives, by offering them a broad and balanced knowledge-rich curriculum, rooted in strong pedagogy, throughout their time studying with us. We hold this as the gold standard for all our students, with Ofsted inspectors particularly noting that 'Leaders...have high expectations of pupils with special educational needs and/or disabilities (SEND).'

We are fortunate, too, to work with external agencies and charities to provide opportunities not available to all schools and academies, including the Duke of Edinburgh Award and access to a Combined Cadet Force. The pursuit of academic excellence is paramount, but the learning experience for Iceni Academy Methwold students extends far beyond the classroom. Personal development is valued in the same way as achievements in examinations, and we relentlessly celebrate success in all its forms. We support our students to develop a strong sense of responsibility as global citizens, underpinned by our academic motto: 'individually strong, unstoppable together.'

Iceni Academy Methwold is part of Iceni Academy, an all-through school set across two sites. We work closely with our colleagues at our Iceni Academy Hockwold site (Primary) on curriculum and personal development, sharing values, foundations and community names with them. Our communities of Mandela, Attenborough, Pankhurst and Nightingale reflect the attributes we teach our students to have, and the values we wish them to hold throughout their lives. We teach behaviour and self-regulation as a curriculum, knowing that these skills will help our students excel in later life.

We care passionately for our staff, and place people development at the heart of our offer to them. From an in-house coaching programme for teaching staff and research-led project groups for all, and from a well-stocked CPD library to access a wealth of opportunities afforded by the ATT Institute, we are committed to supporting all colleagues develop to be the best that they can be. We work closely with the Trust and colleagues at other ATT academies to share shining examples of best practice in all of our teams.

Iceni Academy Methwold is set in the heart of beautiful Norfolk in a tranquil, rural village, just 15 minutes from the A11 and 20 minutes from the A47.





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:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)

# 05. Job Description

## PA to the Principal and Senior Leadership Team

### Purpose of the job

- Provide administrative and reprographic support to the leadership team.
- Provide administrative and reprographic support for the teaching staff.

**Responsible to:** Academy Business Manager Assistant Principal Attendance

**Line managed by:** Academy Business Manager

### Wider contribution as member of the academy:

- Lead by example and consistently embody our high expectations as set out in 'The Iceni Way' and out policies.
- 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 Iceni traits.
- Promote inclusion, equality of opportunity and diversity in all of 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.
- Assist in the day-to-day operational running of the academy.
- Contribute to and take an active part in your own professional development and the improvement of the academy.
- Value and recognize the work of all staff in the academy.

### Principal Accountabilities

#### Support for the leadership team

- To manage, deal with, and undertake administrative, secretarial, word processing/typing, computing and information/data services, ensuring that these functions are organised efficiently to meet the needs of the academy.
- To provide an extensive PA service to the Head of Academy and other members of the Senior Leadership Team.
- To ensure that the academy website is kept up to date and that information sent to parents is compliant with the corporate image of the academy.
- To monitor the office@ email address and ensure that queries are dealt with in a timely manner to ensure customer satisfaction.
- To maintain the academy's complaints log, ensuring it is up to date and returned to head office when required.
- To maintain the academy calendar so that all pertinent parties are aware of meetings, events, presentations taking place in the academy.



- To ensure that confidentiality is maintained at all times when dealing with matters of a sensitive nature and ensuring compliance with the academy's Data Protection Policy any other duties that are within the scope of the post as determined by the Principal.

## Academy Administration

- To contribute to the development and planning of effective and efficient support services within the academy.
- To manage, deal with, and undertake administrative, secretarial, word processing/typing, computing and information/data services for teachers.
- To plan and execute an effective reprographics service for staff, where requests are processed within 48 hrs.
- To support in the production of signs, text and pictures for display.

## General Responsibilities

- Lead by example and consistently embody our high expectations embodied in 'The Icenis Way'
- Contribute to the effective safeguarding of students, promoting student welfare and working with the SLT to ensure that students and staff feel safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of Icenis value and ethos.
- Promote inclusion, equality of opportunity and diversity in all of your work.
- Work in partnership with parents and carers in order to secure the best outcomes for our students.
- 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.
- Assist in the day-to-day operational running of the academy and maintain a high profile at non-contact times, social times and at the start and end of the day.
- Contribute to and take an active part in your own professional development and the improvement of the academy.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed by the Principal.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.

# 06. Person Specification



## PA to the Senior Leadership Team

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>• Right to work in UK</li> <li>• Maths and English GCSE at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualifications in office administration and IT applications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of running effective administrative, clerical and financial systems within a school context.</li> <li>• Experience of a senior administrative role within school administration or management.</li> <li>• Experience of working as part of a team and liaising with colleagues</li> <li>• Knowledge and experience of Safeguarding policies and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school or working with young people</li> <li>• Evidence of working with young people who have barriers to learning</li> <li>• Experience of working with the police, parents and other external agencies.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Genuine passion and a belief in the potential of every pupil</li> <li>• Able to follow instructions accurately, but make good judgments and lead when required</li> <li>• Hard working, conscientious and detail orientated</li> <li>• Effective team worker; helpful, friendly and able to make good judgements and lead when required</li> <li>• Adaptable, organised, and able to work with minimum supervision</li> <li>• Acts as a role model to staff and students</li> <li>• Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence</li> <li>• Approachable, flexible, calm and caring with a 'can-do' attitude.</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>• Ability to remain calm under pressure</li> </ul>

	<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>	
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities.</li> <li>• Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct.</li> <li>• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice.</li> </ul>	

# 07. How to Apply

## PA to the Senior Leadership Team

### Applying:

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

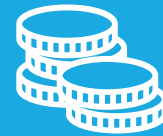


### Status:

Fixed term until 31 August 2025  
37 hours per week  
39 weeks per year

### Salary:

NJC Point 19 - 22  
Actual Salary: £25,611 - £26,976  
FTE Salary: £29,777 - £31,364



### Closing Date:

Friday 05 July 2024 at 9am

### Start Date:

01 September 2024



### Interviews:

TBC





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