



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

WHY WORK FOR THE STOCKWOOD PARK ACADEMY?

ABOUT US

- £30 million state of the art building will well-equipped classrooms
- You'll be working alongside a collaborative, forward thinking Principal and Senior Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities with free courses every Thursday, catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Freshly brewed coffee for staff on arrival to the academy every morning in your own 12oz Bamboo reusable cup
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% of annual membership for Active Luton Gym
- All teaching staff receive a laptop to use whilst in employment

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or j.powell@thesharedlearningtrust.org.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



HERE'S WHAT OUR STUDENTS HAVE TO SAY

"Stockwood can be very eventful in a good way. I have lots of fun times with both staff and students"

"I like The Stockwood Park Academy because I learn challenging topics and the teachers are supportive."

OUR LEADERSHIP

Dear Applicant,

Welcome to The Stockwood Park Academy – an outstanding learning community where we believe all students can achieve their very best and strive for excellence in everything they do.

One of our primary drivers as an Academy here is that we try to add value in all that we do – we are here to help improve the life chances of our learners, to ensure they realise our “Strive, Achieve, Believe!” motto.

The academy is part of The Shared Learning Trust - a family of schools, sharing our practice and beliefs to produce young people who achieve more than they ever thought possible.

I joined as Head of School in January 2020, and take great pride in the strides that we – staff, students and parents – have made. The Academy is served by a team of dedicated staff who work to ensure every child’s needs are met. There is an equal focus on the development of the whole child, alongside ensuring that they fulfil their academic potential. We believe that every member of the Academy should ‘Strive, Achieve, Believe!’

We are proud of the work we do to serve our community and achieved gold in the RACE Charter Mark (February 2023). TSPA is an environment that encourages excellent attendance, punctuality and attitudes to learning and behaviour.

Traditional values and manners matter to us! It is highly important to me that every student gains a taste of academic and personal success throughout their time at The Stockwood Park Academy no matter their starting point.

I believe that education opens the door to endless possibilities – this was a message given to me by mother, and something I have tried to instil in my son – and I want all the students at the academy to have same opportunity to aspire to the highest level of academic achievement possible.

Together we will make this happen.

Mumin Humayun
Principal

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching are keen to continually develop their own skills
- Recognise that teaching can be a demanding job but react positively to those demands rather than complaining
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be first your contact with trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy





ABOUT THE STOCKWOOD PARK ACADEMY

Providing the very best education for all our students is the simple goal for The Stockwood Park Academy. Whilst firmly rooted in traditional values, we have made our academy a vibrant and exciting place with a positive ethos that runs throughout the academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state of the art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

Recent additions include Phoenix (our inclusion support unit), a gym and a reflection room for staff and students.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.

TEACHER TESTIMONIAL

MICHELLE LEA-WATTS, DIRECTOR OF ENGLISH

Since joining The Stockwood Park Academy in September, and even prior to my arrival, I have been absolutely staggered by how friendly this school is. While I could describe how colleagues have been exceptionally supportive, I think it's most important to note just how lovely our students are because it is so refreshing to join a school and feel welcomed by the young people. This has a lot to do with the trusting nature of our students, but also the warm approach to behaviour management advocated and encouraged by the leadership.

As an English teacher it has also been amazing to see a school which has not only said it will raise the profile of reading, but is acting upon its word. All students regularly receive books as gifts and the emphasis on reading for pleasure is very strong. The renovations to the academy library and investment in specific reading programmes have made it clear that reading is valued here and is a priority. I have found the leadership team to be highly involved at all levels with a great presence throughout the academy – from break duty to teaching; there's a strong sense that we are all working together which is not always the case in other schools.

VISION & VALUES



'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Shared strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Free, onsite car parking at all academies



Staff recognition with reward shopping vouchers



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Reduced gym membership & free onsite gym*



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Cycle to work scheme



Online delivery drop off service, including Amazon deliveries



Support with relocation, including a range of information and contacts



Refer a friend £500 bonus scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

Therefore we have partnered with the Teacher Development Trust, offering our colleagues to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

At The Stockwood Park Academy, we believe that daily high-quality teaching, grounded in high expectations and disruption free classroom environments are the key to success for our students. We believe in an evidence-based approach to teaching and use the evidence research to support our development.

TEACHING AND LEARNING AT TSPA

At TSPA all lessons, centre around our 5 Principles of Effective Teaching (Retrieval practice, presenting new materials, guided practice, shed loads of practice and the best possible ending to your lesson). We recognise the importance of a high quality, challenging curriculum which must underpin what happens in the classroom and the value of feedback at all stages of teaching and learning. We are proud to make use of key strategies found in 'Teach Like a Champion' and 'Walkthrus' as they provide practical methods to implement Rosenshine's Principles of Instruction. We do not encourage unnecessarily elaborate approaches to lesson planning and delivery. We trust that our teachers are experts in their subject areas and allow them to design and deliver lessons to a high standard.

CLASSROOM ROUTINES

All of our classrooms have visualisers and classroom countdown timers. We expect lessons to be purposeful with opportunities for guided and independent practice. Our teachers regularly show what excellence looks like with the expectation that students are given the opportunity to produce work of a similar high standard.

FEEDBACK

Our feedback policy utilises Live Marking to support teachers in recognising common strengths and areas of the curriculum where students require extra support or reteaching. We assess our students regularly but are considerate of the impact this has on our teacher's workload. We recognise the value of feedback for our teachers too. Teachers work closely with our internal teaching coaches where feedback and professional dialogue is central to the ongoing development of each of our colleagues. Faculty areas also have regular opportunities to work collaboratively as part of our generous directed time policy.



SEE MORE AT

WWW.THESHAREDLEARNINGTRUST.ORG.UK

We are excited to announce the proposed merger of The Shared Learning Trust (TSLT) with Advantage Schools (AS), which will take place on 1st September 2024. Consequently, all staff will be employed by Advantage Schools from 1 September 2024. Below are the key benefits of this merger:



ENHANCED CAPACITY

The merged Advantage Schools will have greater capacity and resources, enabling us to provide improved support and opportunities for our staff and students. This includes access to additional expertise, shared funding, and facilities that will enrich the educational experience.

CONTINUED GROWTH AND DEVELOPMENT

Joining an academically strong MAT will support the continued growth and development of TSLT's schools. We will benefit from shared best practices, innovative strategies, and collaborative initiatives that will enhance the quality of education and support services we offer.

IMPROVED SUSTAINABILITY

By transferring to AS and creating a larger organisation, we can ensure the long-term sustainability and viability of our educational provision. This move will enable us to navigate challenges more effectively and position ourselves for sustained growth and success in the evolving landscape of education.

COMMITMENT TO EXCELLENCE

AS shares our commitment to excellence in education. By aligning with a like-minded organisation, we can collectively uphold high standards of teaching, learning, and student outcomes across all 10 schools.

OPPORTUNITIES FOR STAFF DEVELOPMENT

Staff within the trust will have access to additional opportunities for professional development and career progression through a broader network of schools. This will enable our staff to further enhance their skills, expertise, and professional growth.

SCALE AND INFLUENCE

A larger combined business support function will have increased scale and influence in negotiating contracts, partnerships, and collaborations with external vendors, service providers, and government agencies. This will lead to better terms and outcomes for all.

The merged organisation will enhance educational opportunities and resources for pupils within the Luton, Central Bedfordshire, and Bedford areas. Leaders look forward to the exciting developments that this union will bring to both trusts and their respective communities.

Advantage Schools, which is based in Bedford and Central Bedfordshire and was formed in April 2017, comprises two secondary schools and three primary schools. Advantage Schools has also recently received approval from the Department for Education to establish a new free school in Bedford, further expanding its reach and impact.

If you would like any further information for our recruitment team, please do not hesitate to contact us.





The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

Assistant Head of Year

The Stockwood Park Academy are currently looking to recruit an enthusiastic and committed Assistant Head of Year to join our team. This is a pastoral role where you will assist the Head of Year to ensure significant academic progress and excellent behaviour of students across a year group. To succeed in this role, you will be able to inspire and motivate students to excel in their education and have high expectations of what students can achieve. You will be part of the pastoral team, led by a Senior Head of Year and includes Heads of Years and Assistant Heads of Year.

The Stockwood Park Academy are proud of the unrivalled education experience offered. You will certainly benefit from forward-thinking and supportive leadership, an encouraging and enthusiastic staff body, and enterprising students. Our academy has state of the art facilities, fit for all your teaching needs.

'We recognise talent, recruit for attitude and train you for the skills'

If you want to grow and develop in a fast paced, dynamic, and successful Academy, come and join us at The Stockwood Park Academy!

Key Duties

- Track student progress, behaviour, attendance and punctuality data and support follow up and intervention.
- Mentor identified students in and where appropriate across Year Teams
- Support staff in the management of student behaviour
- Communicate and meet with staff, parents and carers and outside agencies.
- Support the Head of Year in the consistency of student rewards and awards.

The successful candidate will have

- Excellent interpersonal and communication skills
- Energy, commitment, and attention to detail
- A good sense of humour and the ability to diffuse potentially difficult situations with ease.
- An understanding of how an effective pastoral system underpins high academic achievement.
- A 'can do' attitude, hard worker.
- Resilience and the ability to work as part of a team.
- Passionate about pastoral support.
- Can run intervention to support students needing additional support.
- Local community knowledge would be beneficial.
- Those who can run clubs/extra curriculum welcome.

Job Specifics

Start date September 2024

Job Role Permanent, Full-time, Term-time 5 INSET days plus 2 weeks

Salary NJC L5:15-20 £27,803 - £30,296 FTE dependent on actual experience

Actual pro-rata salary £25,343 - £27,615, Plus £2,500 Per annum Fixed term until December 2027 (please see details below)

Permanent working hours - Monday to Thurs 8:00am to 16:00pm and Friday 8:00am to 3:30pm, 37 hours per week

Plus an additional payment £2,500 per annum Fixed term until December 2027 for additional 30 minutes per day - Monday to Thurs 16:00pm to 16:30pm and Friday 3:30pm to 16:00pm

Working day including the fixed term to support with Parental contact and behaviour - Monday to Thurs 8:00am to 16:30pm and Friday 8:00am to 16:00pm.

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



Job Description

Job Title **Assistant Head of Year**

Line Manager Senior Head of Year

Salary NJC L5:15-20 £27,803 - £30,296 FTE (dependent on experience)
Actual pro-rata salary £25,343 - £27,615

Job Role Permanent, Full-time Term-time 5 INSET days plus 2 weeks

Principle Responsibilities

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties set out below: -

- Uphold and promote Academy aims and policies.
- Be an active member of the Pastoral and Behaviour Support Teams and Academy learning community.
- Make a significant contribution to maintaining an appropriate environment for learning.

Main Duties

The post holder will be required to make an impact on students by:

- Actively researching new ideas and developments
- Tracking student progress, behaviour, attendance and punctuality data and supporting follow up and intervention
- Mentoring identified students in and where appropriate across the year group.
- Supporting staff in the management of student behaviour
- Communicating and meeting with staff, parents and carers and outside agencies
- Supporting Form Tutors during tutorial time
- Undertaking duties and supporting "on call" team routines
- Supporting HOY in the consistency of student rewards and awards
- Supporting the monitoring of attendance and strategies to reduce Persistent Absence and improve overall attendance
- Complete PRE and Full EHAs in liaison with parents/carers
- Collate and provide work for excluded students, where necessary;
- Carrying out home visits to identified students and the families
- Liaise with SENCO and LSAs as appropriate;
- Supporting the management of extra - curricular Year Team activities
- Maintain and update displays and information on Pastoral and Year Group notice boards, celebrating individual and group successes;
- Contribute to and support the pastoral system
- Supporting assembly and other Year Team event planning
- Supporting the HOY in Year Team meeting preparation and management and deputising for HOY when necessary
- Involvement in ensuring safeguarding children procedures operate effectively in the Year Team
- Liaising with, attending and communicating information from multi agency meetings to relevant staff
- To undertake any other duties, consistent with the nature of the post, which may be required from time to time by the Vice Principal Character, Culture and Resilience or by the Principal



Personal Responsibilities

The post holder will:

- Support HOY in ensuring that communication within the team is effective
- Support and guide all staff
- Provide a shared vision of excellence and inclusion within the Pastoral, Behaviour Support Teams and the Academy
- Participate in Performance Management, and INSET

Resource Responsibilities

- To build partnerships with parents/carers and external agencies to support student academic progress and social development
- Visit alternative providers and keep accurate records.
- Respond to parent / carer enquiries by telephone, letter or email as appropriate
- To keep accurate records of all communication with parents, all behaviour and reward issues, and any other pertinent information relating to students within the year group in student files
- Ensure that all necessary Risk Assessments for activities and external provision are in place

Stakeholder Responsibilities

- To act as a role model for tutors by demonstrating own high quality pastoral care and monitoring of students, continuous professional development and professional presence in the Year Team
- Ensure the effective use of data to inform practice and high expectations
- To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key Academy learning strategies
- To contribute to tutorial development during form tutor time to ensure the delivery of an appropriate, comprehensive, high quality programme
- Provide accountability to parents / carers for any identified targeted student issues

General Responsibilities

The Assistant Head of Year will undertake generic responsibilities, with examples including:

- Have a high presence across the Academy during the change of lessons, during lessons, pre-Academy, break-times, lunchtimes and post Academy hours
- Promote the ethos and values of the Academy through involvement in high quality assemblies
- Being an excellent role model for students and staff
- Contribute to the wider life of the Academy
- Attend Academy events and activities
- To undertake other tasks which may be reasonably requested by the Principal

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to



Person Specification

Title: **Assistant Head of Year**

The Assistant Heads of Year play a crucial role in the life and success of the school

Core Features of person specification:

- a) The ability to inspire and motivate students to achieve high standards of behaviour and academic achievement
- b) Possess excellent interpersonal and communication skills
- c) Be an outstanding ambassador for the academy
- d) Have energy, commitment and attention to detail
- e) Hold high expectations and aspirations of all students and staff
- f) Be able to lead, develop and manage form tutors
- g) Have a good sense of humour and the ability to diffuse potentially difficult situations with ease
- h) Show an understanding of how an effective pastoral system underpins high academic achievement
- i) Possess excellent organisational skills and an ability to meet deadlines under pressure
- j) The ability to maintain a whole school perspective on daily routines
- k) Be able to hold people to account
- l) Enthusiastic, self-starter, ability to work and liaise with a variety of departments and colleagues