

The Shared Learning Trust

THE CHALK
HILLS ACADEMY

WHY WORK FOR THE CHALK HILLS ACADEMY?

ABOUT US

- £30 million state of the art building with well-equipped classrooms, in an Ofsted rated 'Good' school.
- You'll be working alongside a collaborative, forward thinking Senior 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

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 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 OFSTED HAVE TO SAY

"Together with your leadership team, governors and the trust, you have established high expectations for behaviour, teaching and achievement. Leaders have made sure that strategies are in place which have to led to improvements in the quality of teaching, learning, assessment and the curriculum. Leaders have high expectations for pupils' behaviour. Leaders work well with staff to ensure that the school is typically a calm, orderly and purposeful environment." Ofsted May 2018

MEET OUR LEADERSHIP

Dear Applicant,

It is a privilege and an honour to lead Chalk Hills Academy.

Our students are extremely motivated and have an exceptional desire to achieve and behave impeccably. Our staff are highly qualified and work tirelessly in the pursuit of world class progress for all of our students. The facilities at Chalk Hills Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults. Learning is clearly at the heart of all we do.

I am delighted to extend a warm welcome to you.

Best wishes,

Raza Ali, Senior Principal



**RAZA ALI,
SENIOR PRINCIPAL**

'IT IS THE SUPREME ART OF THE TEACHER TO AWAKEN JOY IN CREATIVE EXPRESSION AND KNOWLEDGE.'

- ALBERT EINSTEIN

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 and 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 Barr, CEO



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



ABOUT THE CHALK HILLS ACADEMY

Providing the very best education for all our students is the simple goal for The Chalk Hills 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.

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

NATASHA JABBAR, CO -PRINCIPAL

"Moving from Industry to Teaching was a daunting yet exciting experience; I joined Stockwood Park Academy as an instructor to see if teaching was for me and have never looked back! The seamless transition into education was exciting, demanding, and the best decision I made. Like many teachers at the school, my role has evolved, and I have been fortunate enough to work across the Trust in different positions. The Trust has provided me with multiple opportunities to grow and develop. I now work as an Assistant Principal at The Chalk Hills Academy, with a focus on The Teaching Trust, Admissions and Science. I feel extremely privileged to be working for an organisation that inspires learning, growth, confidence and creativity, and challenges students to rise to their full potential in a warm and caring environment."


Ofsted
...a good school

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.

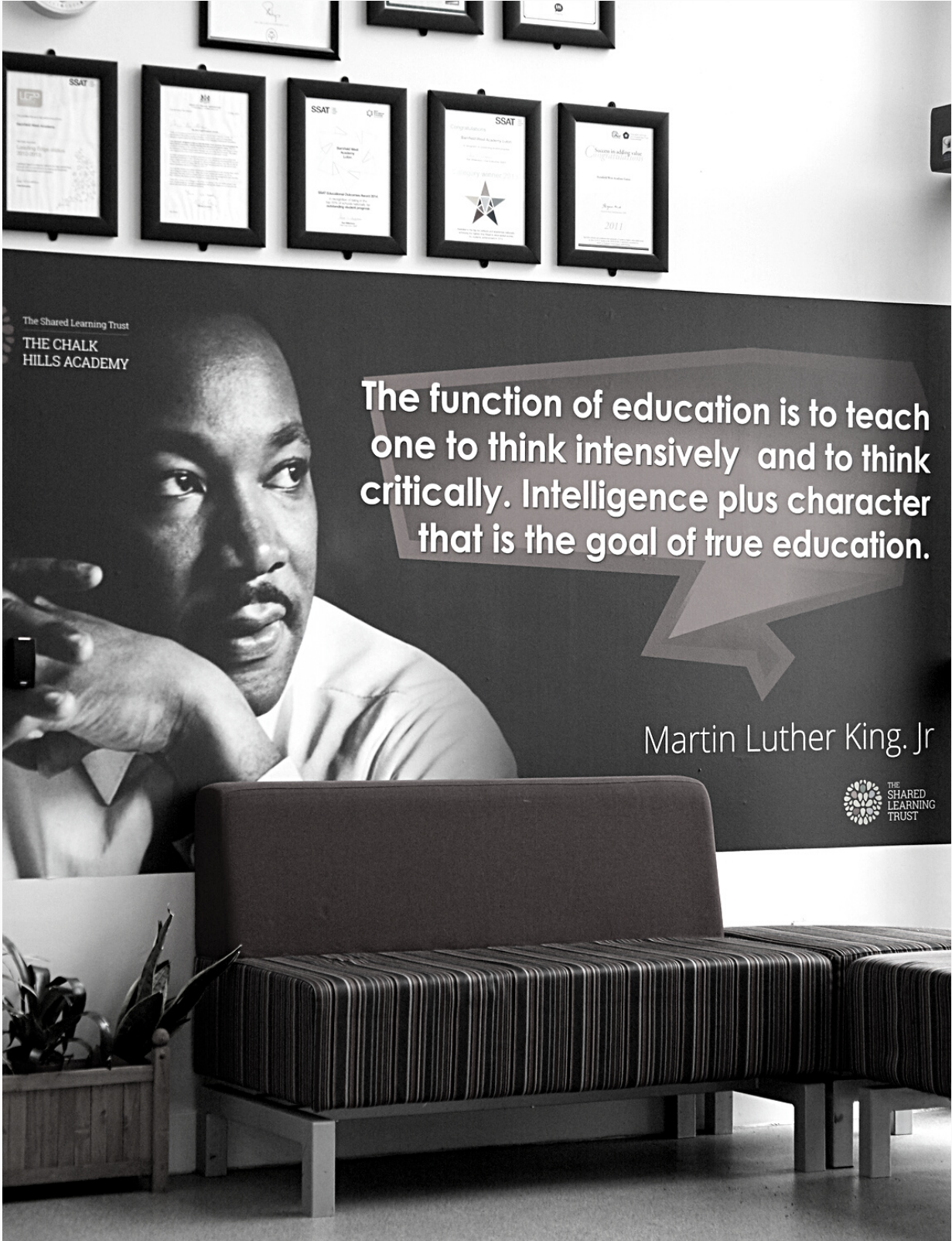
Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

RECRUITMENT BOOKLET



The Shared Learning Trust

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The function of education is to teach one to think intensively and to think critically. Intelligence plus character that is the goal of true education.

Martin Luther King. Jr



SEE MORE AT

WWW.THESHAREDLEARNINGTRUST.ORG.UK

Events Coordinator

The Chalk Hills Academy are looking to recruit an organised, reliable, and confident Events Coordinator to oversee and manage school lettings. As an Events Coordinator you will oversee and manage bookings, coordinating with lettings clients, as well as managing the facilities during each booking, and be eager to generate new business by marketing and promoting the academies facilities. An ideal candidate will be passionate about delivering excellent customer service and delivering solutions to problems that may arise during bookings.

At our Academy, you will find supportive and encouraging colleagues within school leadership and throughout the school. It is incredibly important to us here at The Chalk Hills Academy that all our staff feel valued, listened to, mentored, challenged and given adequate opportunities to develop.

If you want to grow and develop in a varied and interesting role, come and join us.

Job specifics

Responsible to: Business Manager TCHA

Responsible for: School community lettings and private hire

Salary Scale: NJC L4 9 **£25,119** actual salary (37 hrs per week over 52 weeks) 26 days holiday

Working Pattern: The working hours are 37 hours per week, Mon-Thu 2pm-10pm, Sat or Sun 9am-4:30pm with a 30 mins lunch or dinner.

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

The successful candidate will have:

- Previous experience in School Facility hire.
- Experience with dealing with external suppliers /customers.
- Good customer service and communication skills.
- Ability to problem solve.
- Flexible in working hours, available to cover at short notice.
- Collaborative and team player.
- Experience in managing a team.



Principal responsibilities:

1. Oversee and manage the facilities for out of hours lettings. Including 3G Football pitches, Dance studios, sports halls, classrooms, and various other facilities.
2. Oversee and manager internal school events. Coordinate with lettings, cleaning, site and any other staff members.
3. Oversee and manage the lettings booking system and email account and liaising directly with clients over their requests.
4. Liaising with lettings clients and internal school events to ensure accurate bookings.
5. Tracking and monitoring lettings income and associated budgets.
6. To report trespass, theft, or unauthorised parking of vehicles to the schools Site manager.
7. To oversee the security of the premises during lettings and on lock up, working with the security guards on site and liaising with the security contractors.
8. Ensure that staffing rotas are planned in advance, arrange cover for absent staff and keep the lettings diary up to date, accurate and shared amongst relevant parties.
9. Ensure a smooth and seamless running of the lettings provision
10. Liaise with the Trust Finance Team as required to ensure appropriate and accurate billing of letting bookings.
11. To update and maintain the school website with respect to lettings and liaise with the school's IT and Marketing Manager accordingly.
12. Benchmarking letting rates annually to market rates, drawing increases proposal for the review of the finance director.
13. Ensuring measures are placed to meet budgeted income levels, keeping business manager informed of any concerns.
14. To generate income through new business and promote lettings working with the marketing department.
15. To have a continuous improvement approach to all processing, making suggestions for improvements/refinements to the current working processes as appropriate.
16. Such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
17. Manage a small team.
18. Work around school commitments with Hirers and offer facilities in other academies around the Trust.
19. Address all complaints with an effective resolution.



Wider Responsibilities:

- Oversee general portorage duties related to lettings or school events, including moving sports equipment within the school ensuring the effective set up and take down of lettings equipment, communicating tasks to the site team and security guards with prior and sufficient notice.
- Perform duties in line with health and safety regulations (health and Safety at work act 1974) and act where hazards are identified, reporting serious hazards to the Trust Manager for Facilities and Estates immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules to ensure that all facilities are fit for purpose.
- Adhere to the school, Trust, local and national authorities' guidelines, and exercise professional discretion at all times.
- Be aware of, and comply with, policies and procedure relating to child protection, health, safety and security, confidentiality and GDPR regulations, reporting all concerns immediately to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school and Trust.
- Attend relevant meetings as required.
- To maintain confidentiality.
- To undertake First Aid and Fire Warden training and act in those capacities upon qualification
- Cover for colleagues with a similar job role in their absence

Other duties and responsibilities (Generic to all posts):

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility. The job description may, in consultation with the post holder, be changed to reflect changes to the post.