



The Shared Learning Trust

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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](mailto: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

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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.

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.**

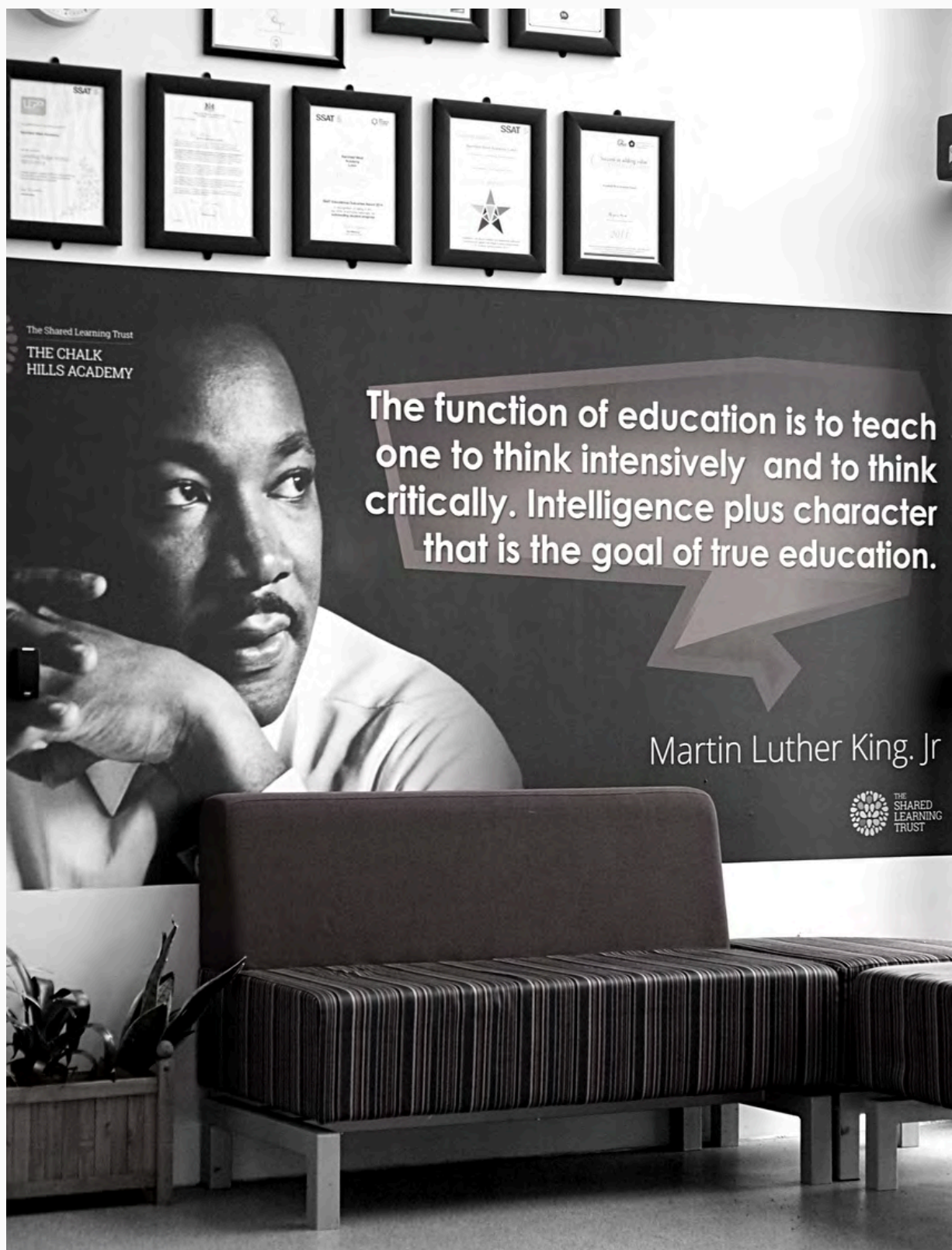


# RECRUITMENT BOOKLET



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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.THESHAREDLARNINGTRUST.ORG.UK](http://WWW.THESHAREDLARNINGTRUST.ORG.UK)





## Food and Textiles Technician

The Chalk Hills Academy are currently seeking a talented and creative technician to work across our Faculty of Design Technology specifically within Food and Textiles.

The suitable candidate will be responsible for routine safety and maintenance checks, supporting classroom teachers during some practical lessons, prepare and order materials, and general resources to support the Design Technology Faculty. You will use your specialist knowledge to assist the Food and Textiles Department and support students.

It is incredibly important to us here at The Chalk Hills Academy that all our staff are valued, listened to, mentored, challenged, and given adequate opportunities to develop.

### Key Duties

- Classroom support
- Display of technical skill within Technology
- Teamwork
- Health & Safety procedures and maintain records
- Stock Control and managing resources
- Administration
- Managing rooms

### The successful candidate will

- Provide excellent support to the teaching team.
- General knowledge and experience of working with any or some of the following areas: Food technology, textiles and art, and design.
- Prior experience of being a technician within the Food/Art/textiles faculty would be an asset.
- A Level 3 qualification.
- Have a flexible and adaptable approach with the ability to work alongside young people and adults.
- Organised and prepared.
- Take pride in their work.

### Job specifics

<b>Start date</b>	September 2024
<b>Salary</b>	NJC L3 Point 6-8 £23,893-£24,702 FTE <b>actual pro rata salary £20,676-£21,376</b>
<b>Job Role</b>	Full time, Permanent, Term-time plus inset days, 37hrs per week, 39 weeks Mon to Thu 8am-4pm, Fri 8am-3:30pm

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



## Job Description

### VISION AND PURPOSE

To ensure the provision of high quality and timely services to support the delivery of the Design and Technology curriculum.

### MAIN DUTIES:

- Preparing resources and maintain machines.
- Monitor the condition and supply of all equipment and services within the department.
- Ordering materials for the Faculty.
- Stock control, organising and maintaining an inventory of all departmental consumables, keeping staff informed as materials become required.
- Supporting in classrooms with teaching staff.
- Organising and implementing an ongoing planned maintenance system for all department equipment including Computer Aided Design (CAD) / Computer Aided Manufacture (CAM) systems and equipment.
- Organising and maintaining an inventory of all departmental equipment, keeping staff informed of any missing or damaged items.
- Assist teaching staff to ensure that all equipment satisfies and continues to comply with the Health and Safety at Work Act 1974 and subsequent amendments.
- Maintaining stores in a tidy and organised fashion.
- Maintaining pupil's work (in progress) in a tidy and organised fashion.
- Preparing materials for classes.
- Setting up experiments, demonstrations and visual aids as requested by teaching staff.
- Assisting teaching staff with displays

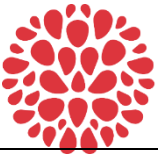
### QUALIFICATIONS AND EXPERIENCE:

- A person with experience of working in a Art & design/D&T background.
- Capable of preparing resources and maintain machines.
- Skilled in Art design/ practical skills, cooking, digital work, CAD CAM and D&T workshop or willingness to learn.
- D&T A Health and Safety accreditation, essential, or willingness to work towards this
- Good numeracy/literacy skills (essential)
- Experience of working with children of relevant age and students with additional needs (desirable) Skills and knowledge
- Ability to work as part of a team, understanding classroom roles and responsibilities and your own position within these
- Excellent time management and organisational skills
- An understanding of health and safety and the risk assessment process



- Ability to identify hazards and to report them or address them as appropriate
- Experience of using a range of tools and equipment including CAD/CAM or willingness to learn
- Practical hand on experience
- Stock control, organisation and maintenance
- An understanding of the important role of practical work in Art, Design and Technology education
- Able to maintain and repair all tools and equipment
- Keep all classrooms organised and free from hazards
- Understanding of relevant policies/codes of practice and awareness of safeguarding legislation
- Effective use of ICT to support learning Personal Qualities
- A passion for Design and Technology

CATEGORY	DUTIES
<b>STOCK CONTROL</b>	<ul style="list-style-type: none"> <li>• Monitoring and controlling supplies of stock and inform the Head of faculty when further supplies are needed.</li> <li>• Order FADT supplies</li> <li>• Checking goods delivered against orders and carry out inventory checks on a regular basis. Unpacking of orders-as delivered</li> <li>• To adhere to budget restraints within the department whilst ensuring sufficient resources are available.</li> <li>• Under the supervision of the heads of department/ subject leaders, maintain stock rooms, keep stock records, receive and distribute equipment and materials.</li> <li>• To assist the drawing up and maintain an inventory of equipment for the whole faculty for items with a replacement value of £50 or more.</li> </ul>
<b>HEALTH AND SAFETY PROCEDURES AND MAINTAINING RECORDS</b>	<ul style="list-style-type: none"> <li>• Undertake weekly checks across the faculty the regular safety inspections of all rooms, machinery and equipment. Including Fire checks</li> <li>• Contribute to faculty risk assessments.</li> <li>• To report all Health &amp; Safety hazards to the appropriate head of department/subject leader</li> <li>• To ensure departmental first aid boxes are kept up to date and stocked.</li> <li>• To ensure each teaching area is locked and secure when not in use.</li> <li>• To ensure the technician's workshop areas are kept secure, clean, tidy and free from all hazards.</li> <li>• To ensure all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.</li> <li>• To coordinate the storage of student work and resources in appropriate areas</li> </ul>
<b>MANAGING ROOMS</b>	<ul style="list-style-type: none"> <li>• Set up room for practical sessions-set out rooms for students-as required across the department</li> <li>• Ensure designated rooms are clean, tidying and ready for use on a daily basis across all subjects.</li> </ul>
<b>MANAGING RESOURCES</b>	<ul style="list-style-type: none"> <li>• Prepare practical resources for lessons-as required across all subjects.</li> <li>• Willing to learn or experience of using a laser cutter and 3D printer</li> <li>• Setting up demonstration equipment for teachers-as required</li> <li>• Prepare students work for them to take home at the end of the day</li> <li>• To assist with the maintenance and deployment of all A/V equipment within the department</li> <li>• Coordinating the good management of faculty laptops, printers and cameras across the faculty</li> </ul>
<b>CLASSROOM SUPPORT</b>	<ul style="list-style-type: none"> <li>• Manage administration of tests through photocopying, handing out and collecting as required</li> <li>• Assists students with their practical tasks as required.</li> </ul>



	<ul style="list-style-type: none"><li>• Support work with occasional students in small groups or one to one.</li><li>• Take photos of students practical work for development folders</li></ul>
<b>ADMINISTRATION</b>	<ul style="list-style-type: none"><li>• Support during PDE sessions</li><li>• check emails-daily</li><li>• Liaise with attendance re absence notes etc.-as required</li><li>• Take occasional notes from students to student services re medical requirements</li><li>• Submit receipts for petty cash to the office-once a week</li><li>• Organise photocopying and other resourcing as required by staff across all subjects</li><li>• Liaise with facilities re department repairs/requirements</li><li>• Liaise with finance re orders</li><li>• Liaise with companies re order issues</li><li>• Preparing orders/boxes for return</li><li>• To collect from teachers work for students being educated outside the Academy premises (exclusions/ long term illnesses) with guidance and instruction of Head of Department</li><li>• To communicate cover work on behalf of the department for agency supply staff.</li><li>• To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.</li><li>• To assist with the resourcing and /contacting parents of students in intervention classes across all subjects.</li><li>• To liaise with Transition Manager in the resourcing and organising of lessons and practical activities for prospective KS2 students</li></ul>
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"><li>• Attend staff meetings as appropriate to the job role</li><li>• To undertake duties as appropriate to the job role</li><li>• To act as a link tutor</li><li>• Effective use of ICT to support learning Personal Qualities</li><li>• A passion for Art, Design and Technology</li><li>• A team player, with a positive and enthusiastic attitude</li><li>• Ability to show initiative and to prioritise one's own work</li><li>• Flexible approach with the ability to accommodate changes in priorities</li><li>• Understand and respect the principles of confidentiality</li><li>• Good time management and ability to prioritise tasks in relation to their importance</li></ul>

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

*The School 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'.*