



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
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- An academy 'Social and Wellbeing' team.

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: www.advantageschools.co.uk/join-us/work-for-us

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 jpowell@advantageschools.co.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.



WHAT OUR STAFF SAY

LEARNING SUPPORT ASSISTANT

My favourite part of the job is working with such a very diverse, motivated and responsive group of learners. Seeing the students progress both in their learning and personal development, giving them the confidence to transfer their newly acquired skills into further learning, is the most rewarding thing anyone can do.

MIDDLE LEADER

At The Chalk Hills Academy, every single child matters and every single child's future matters. Working with such a fantastic team of teaching colleagues, prepared to step in and deliver outstanding teaching to every single child matters; to give every single child that chance of a future full of opportunities.

MEET OUR LEADERSHIP

Dear Applicant,

I am delighted that you have shown an interest in working at The Chalk Hills Academy. The information in this booklet is designed to give you a flavour of the school and to inform your decision making. You can find out further information on our website at www.thechalkhillsacademy.co.uk.

The Chalk Hills Academy is a thriving and unique 11–18 school in the west area of Luton. The ethos of our school is a clear one: To provide all children with the highest quality of teaching of an excellent academic curriculum, which enables them to become highly educated and to be full and active participants of society. We do not make exceptions in our high aspirations. At Chalk Hills, we pride ourselves on providing a nurturing environment that also challenges students to achieve the highest academic standards.

Ofsted recognises the school as being a 'good school and good in all areas', confirming something we already know. While such affirmation is important, it is the students' own attitudes alongside the high-quality teaching provided by our staff that leads to them doing so well. We also know that to achieve our aims, strong partnerships and effective collaboration are essential. The school is part of Advantage Schools, a trust of 10 schools across Bedfordshire and the surrounding areas. We share our practice and beliefs to enable young people to achieve the very highest standards. A strong and effective partnership with parents also underpins the work we do in school to support our students and we look forward to working with you to achieve this.

Candidates for this role must be committed to outstanding, inclusive education and this will be a focus throughout the recruitment process. We are a centre of academic excellence, with an ambitious curriculum and a determination to keep teaching and learning at the heart of everything we do. Students attain strong outcomes and many progress to prestigious universities and apprenticeships. We are equally committed to the personal development of our students and have a strong pastoral structure and an extensive extra-curricular programme to ensure our students have opportunities to experience 'Above and Beyond'.

I extend a warm invitation to you to visit us and see what makes our Academy a very special educational establishment. If you would like to arrange a visit, please contact the school.

Best wishes,
Natasha Jabbar
Principal



NATASHA JABBAR, PRINCIPAL

VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We 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 values.

INTEGRITY

We 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.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.



TEACHING & LEARNING AT THE CHALK HILLS ACADEMY

At The Chalk Hills Academy we have defined what excellence looks like and the behaviours required to achieve it. Our lessons consist of 5 parts, providing consistency and structure. A clearly thought-out lesson has set steps that need to be achieved, with parts in between to be filled with more knowledge through scaffolding and challenge. Engaging with students about expectations, content and outcomes also helps to boost student confidence in the current subject or topic.

At Chalk, we believe in teaching in bite-size chunks and checking for understanding throughout. We deploy various Assessment for Learning techniques to assess students' understanding of what has been taught. This includes question and answer and formative verbal and written feedback, including 'live marking'. We conduct regular re-cap quizzes to help students recall previously taught key objectives and memory content. This is done primarily during lesson starters.

We know that homework develops study habits and independent learning. At Chalk, students are expected to do homework in order to rehearse core knowledge. This can be tracked and monitored, not only by teachers, but also by parents and carers.

Our explicit teaching of effective study strategies prepares students for the requirements of independent study and revision as they progress higher up the school and beyond. Out of hours preparation sessions and the Homework Club allow students to study in focused environments with access to print and electronic resources. Assessment information is used to set challenging work and ambitious targets for students to track their progress over time, to report to parents, and to shape specific interventions for anyone who may fall behind.

We have a Teaching & Learning Team which includes Lead Practitioners who provide training and support to teachers at all levels, not because our teachers are not excellent already, but because we know we can always improve. We are research-informed and we prioritise sharing best practice and principles of high-quality teaching. Leaders at The Chalk Hills Academy are passionate about teaching and learning, teachers at The Chalk Hills Academy are passionate about their subject and students at The Chalk Hills Academy therefore develop the same passion for their subjects and for their journey of life-long learning.

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



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Free onsite gym*



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at Advantage Schools.

To continue our support for all our colleagues we offer the opportunity of professional development by studying for NPQs which are all completely funded and offer tailored middle leader training for those who are eligible.

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



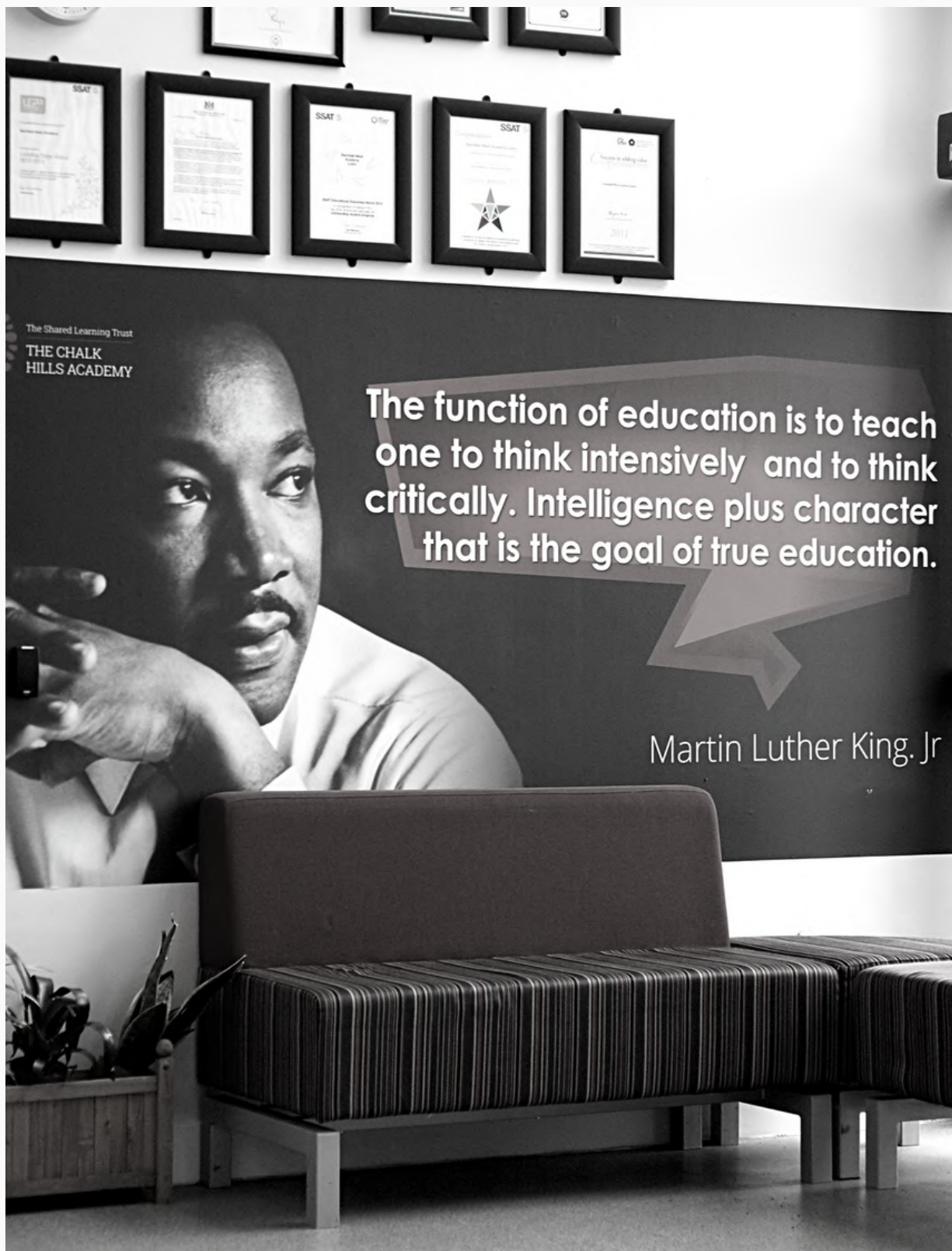
EMPLOYEE ASSISTANCE PROGRAMME

All colleagues have access to 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**.

RECRUITMENT BOOKLET



THE CHALK
HILLS ACADEMY



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.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

- To prepare materials & equipment/resources for practical lessons in Food
- Provide and prepare all equipment, processes and materials to support teaching and learning including setting up and cleaning up equipment and materials safely before and after lessons.
- Display of technical skill within Technology
- Classroom support & teamwork
- To ensure a high standard of safety and cleanliness in all learning areas within the department, including maintenance of equipment in accordance with Health & Safety requirements.
- Stock Control and managing resources
- Administration and maintaining records
- Managing rooms

The successful candidate will

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

Job specifics

Start date January 2025

Salary AS 6-8 £25,483-£26,292 FTE Actual pro rata salary £22,114-£22,816

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



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

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'.