



THE CHALK  
HILLS ACADEMY

# WHY WORK FOR THE CHALK HILLS ACADEMY?

## ABOUT US

- £35 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 Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities 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."

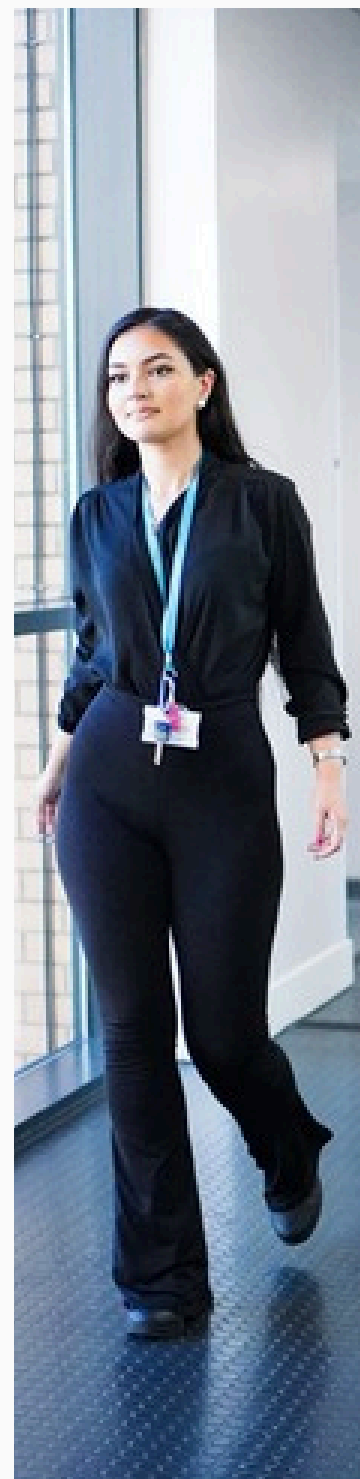
The definition of 'children' includes everyone under the age of 18.

## 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](http://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](mailto: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 pupils 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.

# INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

***"Educating children, serving the community, achieving exceptional outcomes."***

**Stuart Lock**  
Chief Executive



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 [thechalkhillsacademy.co.uk](http://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 pupils 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 pupils' 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 pupils 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. Pupils attain strong outcomes and many progress to prestigious universities and apprenticeships.

We are equally committed to the personal development of our pupils and have a strong pastoral structure and an extensive extra-curricular programme to ensure our pupils 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 do make contact.

Best wishes,

Cathy Barr  
Deputy Chief Executive Officer



**Cathy Barr**  
Deputy Chief Executive

# 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, pupils 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 pupils about expectations, content and outcomes also helps to boost pupil 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 pupils' 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 pupils 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, pupils 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 pupils 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 pupils to study in focused environments with access to print and electronic resources. Assessment information is used to set challenging work and ambitious targets for pupils 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 pupils 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.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



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

## CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



## MEDICAL

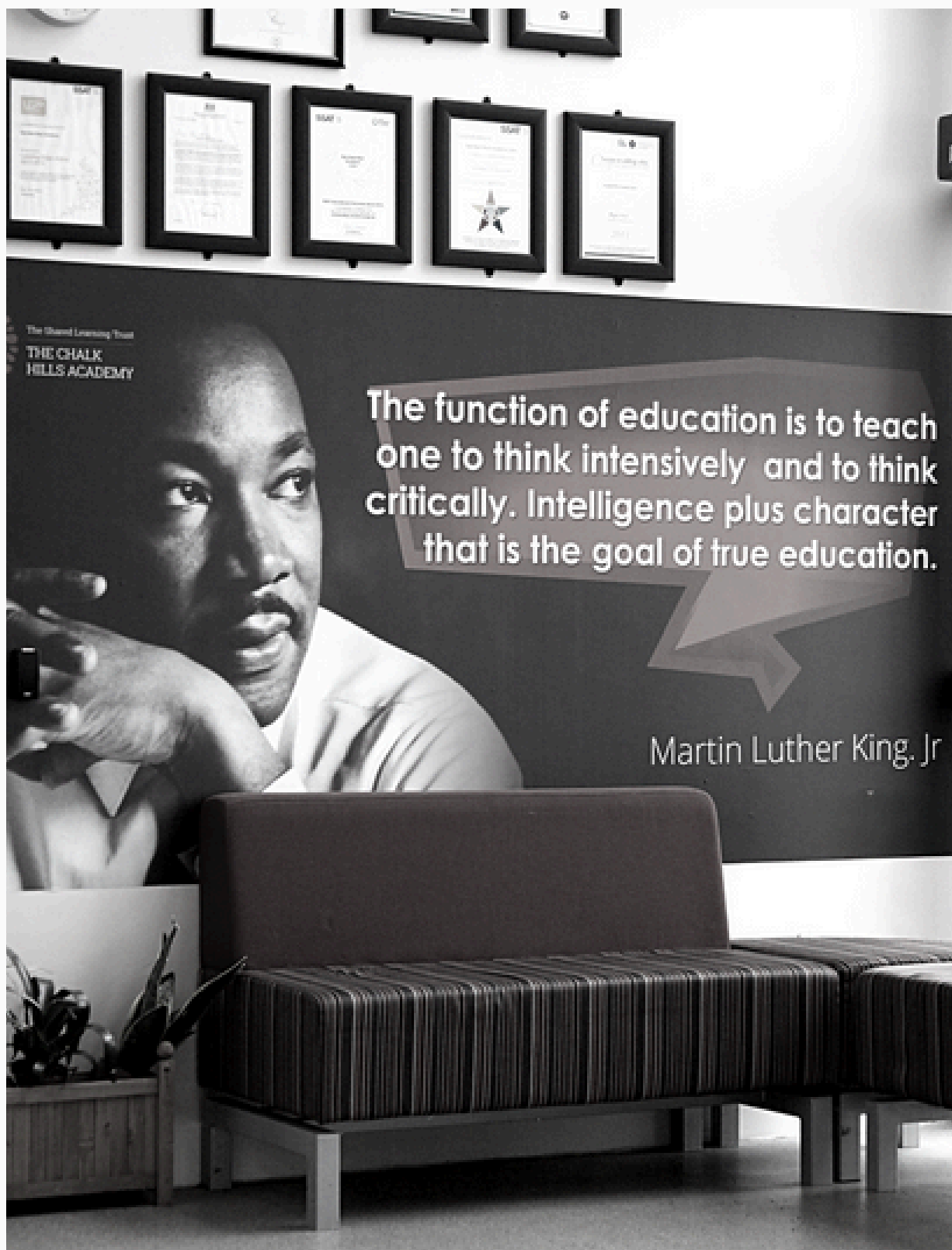
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

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 CHALK  
HILLS ACADEMY



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.ADVANTAGESCHOOLS.CO.UK](http://WWW.ADVANTAGESCHOOLS.CO.UK)



## Seclusion LSA

We are seeking to appoint an enthusiastic and experienced practitioner who has a strong understanding and approach to behaviour management, in order to support the behaviour management within our large secondary academy. As a Seclusion Support Staff member, your role, under the direction and support of the Whole School Behaviour Manager, will be to supervise the seclusion room. Seclusion is a response to serious or repeated behaviours and in liaison with Heads of Year, Senior Leaders and the wider school team, you will ensure a consistent approach to seclusion in line with the academy policy.

Joining an established and successful pastoral team, you will work collaboratively to ensure that students are supported in all areas of their learning and curriculum, that their pastoral and wellbeing needs are met and that standards and expectations of students serving seclusion remain high and are maintained throughout the academy day. The ideal candidate will have previous experience within a school, particularly in behaviour support. They will be enthusiastic, self-motivated and have high expectations of themselves and the students that they support

### The successful candidate will have

- Experience of working in a school and behaviour (desirable).
- Previous experience working with children/young people with special educational needs.
- Experience of working in an educational setting
- GCSE or equivalent including at least grade 4 in English and Maths
- Experience of planning and leading small group teaching/interventions desirable
- Good knowledge of SEN
- An understanding of how pupils learn and how resources can be adapted to match pupils needs
- Good IT skills (with good knowledge of Microsoft applications e.g. word, excel, etc)
- Good literacy and numeracy skills
- A professional and empathetic approach to the needs of our pupils
- Team player and the ability to be able to build effective relationships with both colleagues and pupils
- Ability to work using initiative

### Job Specifics

**Start date:** asap or following a notice period

**Salary:** AS 6-8 FTE £26,298-£27,133 pro rata £20,045-£20,682

**Job Role:** Permanent, Full-time, Term-time +5 Inset days, 39 weeks 32.5 hrs pw Mon-Fri 8:15am 3:15pm

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



## Job Description: Seclusion LSA

### Purpose

Support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils' framework of the strategic plan, as well as the individual academies' strategic plans

### Key Duties

- Supporting the Seclusion Manager with daily operations of the Seclusion Room
- Liaising with Heads of Year and Senior Leaders to manage the booking process of the Seclusion Room
- Liaising with Curriculum Leaders and the Whole School Behaviour Manager to create and maintain a bank of student work
- Support with running the day-to-day- operations of the Seclusion Room.
- Support with the arrangements of federal seclusions across the organization, including the arrangements for travel between our secondary sites.

### Principle Responsibilities

- Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Contribute to the intellectual and social development of pupils and work with individual small groups of children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed. Prepare, maintain and deploy appropriate learning aids, materials and equipment.
- Contribute significantly to the planning of teaching and learning for the whole class and/or individual pupils. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.
- Contribute to the monitoring, recording and assessment of progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.
- Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed.
- Under the direction of the SENCO/Vice Principal develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual pupils.
- Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.
- As required, contribute to specific aspects of teaching, learning and personal development, for example, extra-curricular activities, school visits, etc.
- Contribute to the order and cleanliness of the classroom environment.

The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed by the Board to undertake any other duties commensurate with this role



## PERSON SPECIFICATION

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Candidates will be assessed on the following:

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Attribute	Essential or Desirable
<b>Qualifications</b>	
Minimum Level 4 qualification in Maths and English or above.	E
<b>Knowledge &amp; Understanding</b>	
Practical knowledge of a wide range of IT packages including Microsoft Word, Excel, Outlook.	E
Knowledge and understanding of the principles of good customer care practices and how they relate to working with students, staff, parents, visitors and other contacts both internal and external to the Academy	D
Practical knowledge of office procedures including setting up systems, filing, photocopying.	D
<b>Skills &amp; Abilities</b>	
Ability to defuse situations involving conflict and manage students who maybe in an emotive state.	E
Ability to use own initiative to prioritise and organise conflicting ongoing and immediate demands.	D
Ability to use ICT effectively and appropriately, with high accuracy levels.	D
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up to date with progress.	D
Ability to deal with callers and deal with staff and students, efficiently, politely, and helpfully.	D
Ability to communicate appropriately at all levels within the Academy, and with visitors and external organisations.	D
Ability to build good working relationships with colleagues and to be an active team member.	D
Ability to adapt to change and the introduction of new working practices.	D
Ability to work without direct supervision	D
Experience of working with young people	E
Experience of working in a school environment.	E

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.