



KINGSBURY GREEN  
ACADEMY



# RECRUITMENT PACK

*Achieving Excellence Together*

# WELCOME FROM THE HEAD

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## **Nicola Bull**

### **Headteacher**

Dear Candidate,

Thank you for considering this opportunity. We are excited to offer a unique opportunity for a knowledgeable and skilled person to join our forward-thinking team at Kingsbury Green Academy, a school with ambitious goals and ever-improving outcomes. This role is perfect for an individual who is eager to contribute to a high-performing educational environment. If you are passionate about making a real impact, we want to hear from you. We seek candidates who are driven to enhance the educational experiences and life chances of our students.

Since joining Kingsbury Green Academy (KGA) in September this year, I can confidently say that it is a vibrant and welcoming place where both staff and students thrive. As an experienced headteacher and trust leader, I sought to return to headship at a school that fosters a strong sense of community and belonging. I was eager to be part of a school dedicated to delivering an ambitious and broad curriculum through excellent evidence-informed teaching. I was searching for a school which was committed to offering a variety of trips, after-school clubs and activities that help students explore their talents and passions.

Most importantly, I wanted to be in an environment where positive relationships amongst staff and students are nurtured through mutual respect. KGA excels in all these areas. Behaviour of students is excellent, outcomes for children improve every year, and there is a dedicated team of staff and governors working in supportive partnerships with parents and students.

When you join KGA, you also become part of The Ascend Learning Trust (ALT), a collaborative network of secondary and primary schools committed to enhancing student experiences through the sharing of best practices, pooling resources, and tackling common educational challenges. At ALT, staff well-being is a top priority. The trust emphasises professional development through exceptional training and coaching while valuing work-life balance. We respect your time by never asking staff to complete tasks that don't directly benefit our students.





We also avoid short deadlines and last-minute calendar changes and we never ask you to complete unnecessary administrative tasks. This dedication to staff well-being is more than just a promise. Each year, every staff member is entitled to book one day's leave on a day of their choosing as a "well-being day". This year's two-week October half-term has also enabled staff and parents to enjoy more affordable holiday options. Moreover, our summer term concludes earlier than most, allowing for an extended summer break.

Joining KGA means joining a supportive and forward-thinking community where your well-being and professional growth are truly valued and our vision and values guide everything we do here:

### **Vision and Values**

We are committed to delivering a rich and diverse curriculum through passionate and knowledgeable teaching. We aim to engage all learners and support them in making exceptional progress, regardless of their starting points.

We believe in achieving excellence collectively by:

- Embracing every opportunity for growth and development.
- Breaking down social, economic, and academic barriers to help students reach their full potential.
- Valuing hard work and perseverance as the keys to success.
- Inspiring every individual to be bold, courageous, and aspirational.
- Fostering a culture of mutual respect and pride in ourselves, our school, and our community.

As Headteacher, I assure you of a supportive and dedicated senior team, a stimulating and happy work environment, and the opportunity to work with exceptional young people. You will join a team of professionals who are committed to making a difference and to shape the future of Kingsbury Green Academy.

**Nicola Bull**  
**Headteacher**

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# WELCOME FROM THE CEO

## Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 children at primary, secondary and apprentice level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

**Jane Coley**

Ascend Learning Trust CEO



# JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.





## Job Description for Assistant Headteacher – Behaviour

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Communicate the school's vision compellingly by providing strategic leadership of the highest standard</li> <li>Energetically lead a strategy and culture of continually improving behaviour for learning across all key stages</li> <li>Effectively deploy staff and other resources to ensure that there is a coherent strategy for improving behavioural standards and outcomes e.g. via reduced suspension rates</li> <li>Secure continuous improvement in raising standards across the school by ensuring that pupils are present and engaged in lessons</li> <li>Ensure pupil data is rigorously and frequently monitored, analysed and used to inform strategic and operational actions and decisions regarding behaviour and safeguarding</li> <li>Model excellence in day-to-day leadership and management through living the values of KGA</li> <li>Liaise with other leaders, colleagues, professionals (internal and external) and parents/carers to address underachievement quickly and sustainably</li> <li>Work closely with SEND to promote inclusion and a culture of success for all.</li> </ul>
<b>Reporting to:</b>	Deputy Headteacher - Pastoral

### Principle Responsibilities:

<b>Leadership and strategy</b>	<ul style="list-style-type: none"> <li>Support the development and implementation of the school's behaviour policy.</li> <li>Monitor and analyse behaviour data to identify trends and inform interventions.</li> <li>Contribute to whole-school strategies for improving behaviour and engagement.</li> <li>Line management of Heads of Year</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>Lead on Quality Assurance (QA) procedures that continue to improve pupil conduct, behaviour for learning, outcomes and experiences</li> <li>Have a sophisticated and forensic understanding of progress and pastoral data, and other external evaluative data, to improve the achievement and progress of all pupils</li> <li>Develop and implement termly action plans and reports to tackle any areas where data indicates improvements in pupil behaviour, progress and/or attendance should/could be made</li> <li>Ensure data is used effectively to inform and support the implementation of timely and effective intervention and teaching &amp; learning / curriculum adjustments that lead to sustained and improved pupil outcomes and experiences</li> <li>Ensure consistency and quality in every aspect of Quality Assurance through rigorous line management of key staff</li> <li>Ensure reports and other data/information is used to improve teaching and learning across the school and consequently the achievement and progress of pupils at all key stages</li> </ul>
<b>Student interactions/interactions</b>	<ul style="list-style-type: none"> <li>Lead on behaviour interventions for students with persistent or severe behaviour challenges.</li> <li>Coordinate restorative practices and reintegration plans for suspended students.</li> </ul>

<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Model excellence in the classroom by being an outstanding classroom practitioner</li> <li>• Be accountable for the academic progress and wider development of each pupil by improving conduct and behaviour across the school</li> <li>• Keep up-to-date with national and research-based developments in teaching, learning and pupil welfare to adopt and review innovations that can improve pupil outcomes and experiences wherever possible</li> <li>• Liaise with appropriate colleagues and external agencies to ensure pupils receive appropriate support in overcoming potential barriers to learning</li> </ul>
<b>Staff development</b>	<ul style="list-style-type: none"> <li>• Provide training and guidance to staff on effective behaviour management techniques.</li> <li>• Support classroom teachers with strategies for managing challenging behaviour.</li> <li>• Model best practice in behaviour management across the school.</li> </ul>
<b>Climate for learning</b>	<ul style="list-style-type: none"> <li>• Work with senior and middle leaders to ensure a consistent, emotionally intelligent approach to the management of behaviour, sanctions and rewards for pupils, which fully reflects the school approaches and systems</li> <li>• Support the delivery of a highly effective and well-coordinated pastoral curriculum</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Ensure positive and effective collaboration with staff, parents/carers and pupils</li> <li>• Liaise and work with partner schools, parents/carers, and other relevant external agencies</li> <li>• Ensure frequent and effective communication is maintained between leaders, teachers/tutors and parents/carers</li> </ul>
<b>Operational responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee behaviour systems such as detentions, internal exclusions, and behaviour reports.</li> <li>• Ensure accurate record-keeping and compliance with school policies and statutory requirements.</li> <li>• Oversee the running of the reset room</li> </ul>
<b>Other Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• Other areas of responsibility will be decided in discussion with the Headteacher</li> <li>• Comply with any reasonable request from the Headteacher to do work of a similar level that is not specified in this JD</li> <li>• This job description (JD) may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title.</li> </ul>

## PERSON SPECIFICATION FOR ASSISTANT HEADTEACHER (Behaviour)

### Personal attributes required

#### Essential:

- A 'can do' attitude
- The ability to be an innovative, independent and strategic thinker
- Creative and proactive in finding solutions
- Flexible and adaptive to changing needs and priorities
- Resilient, calm and tenacious under pressure

- Passionate about inclusive practice and equality of opportunity
- Relentless in finding ways to remove any barriers to success
- Insightful, analytical and effective problem-solving skills
- Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, governors, parents and the wider community
- Commitment to the protection/safeguarding of all students
- Self-reflective practitioner who always seeks to improve
- Ability to see the 'big picture' in relation to whole-school priorities and improvement
- A well-reasoned educational philosophy in tune with the school ethos
- Willingness to contribute to the extra-curricular life of the school
- An excellent sense of humour

### **Competence - Knowledge, Abilities, Skills & Experience**

#### **Essential:**

- Be an innovative and enthusiastic teacher
- Evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress
- Experience of leading significant whole school developments with evidence of impact
- Sophisticated understanding of what constitutes excellence in behavioural pedagogy and classroom pedagogy
- Proven understanding and use of data to analyse patterns in performance over time with intervention that raises achievement for whole school, teams and individual students
- Ability to lead colleagues effectively and hold staff to account
- Highly self-motivated, able to energise and motivate others
- Effective ICT skills
- Ability to work strategically and operationally to tight deadlines

#### **Desirable:**

- Insightful understanding of national, international and research developments

### **Qualifications, Training & Experience**

#### **Essential:**

- Degree
- Qualified Teacher Status (QTS)
- Proven success at Middle Leadership level

#### **Desirable:**

- Further relevant professional studies
- Potential for Headship



# Kingsbury Green Academy

**Thank you for visiting our employer profile. We hope you'll enjoy learning more about the excellent opportunities for teaching at Kingsbury Green Academy and living in the nearby area.**

Kingsbury Green Academy, which is part of the successful Ascend Learning Trust, opened its doors for the first time on the 5th of September 2019.

We are an ambitious, forward thinking 11-18 Academy situated in a beautiful location on the outskirts of Calne in Wiltshire.

## **Our Facilities**

The school has superb facilities which include: 13 Science Labs, a Design and Technology complex, digital media centre and the latest computer-aided design and ICT facilities. Sport is important at Kingsbury Green and we enjoy a sports hall, gymnasium, tennis courts and 33 acres of sports fields, as well as the use of the neighbouring 'Calne Community Campus'.

The Arts are supported with Art and Design studios, a photography dark room and processing facilities, fully equipped Drama studios and three purpose-built music rooms with practice rooms for instrumental tuition.

We also have a cafeteria with outdoor covered eating area, gardens, an on-site nursery (babies to pre-school) and a purpose-built Sixth Form Centre.

## **Our Location**

Our Campus is set on the edge of town, with views across the beautiful rolling Wiltshire countryside. Calne offers a great rural quality of life but is not far from other nearby towns and the M4, giving easy access to Bristol and to the South West. Wiltshire is home to the World Heritage Site of Stonehenge and boasts many other sites of historical interest.

Calne is some 19 miles east of Bath, 6 miles east of Chippenham, 13 miles west of Marlborough and 16 miles south west of Swindon. We welcome visits to the school for prospective candidates.

***Achieving Excellence Together***





# Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.





# HOW TO APPLY

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Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

**If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.**

**Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:**

**[Kingsbury Green Academy MyNewTerm](#)**

