



LAWN MANOR  
ACADEMY



# RECRUITMENT PACK

---

*Inspiring and Creating Futures for All*

# WELCOME FROM THE HEAD



**Russell Langdown**  
Head of School

Lawn Manor Academy is proud to be part of the Ascend Learning Trust.

We were the first school to join the Ascend Learning Trust in September 2017 and we enjoy close links with all Ascend Learning Trust schools. We believe that within each child there is a real potential to achieve and that, as teachers, it is our job to ensure that this potential is met through their academic studies and high expectations.

Lawn Manor Academy is an all-ability school and we place great emphasis on inclusive education.

We have an excellent pastoral care system to support pupils and the community. We offer a rounded curriculum to suit children of all abilities with excellent facilities to support this. We take pride in the focus we give to each child as an individual and how we help them to develop and grow to achieve well and be a good citizen.

We have an ambitious vision for our school with a robust strategy for achieving it. Our I Learn values are at the heart of our strategies for success.

Working at Lawn Manor Academy is both rewarding and inspiring. We are an inclusive environment that celebrates diversity and different cultures daily. We are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit our school.

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet; whether they are in the boardroom, on the stage, in the lab or on the sports field at home or abroad. A positive mind-set is important at Lawn Manor Academy.

We take pride in “Inspiring and Creating Futures for All”.

*Inspiring and Creating Futures for All*



## 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.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor. 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.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

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 – Assistant Head of Science

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. Ambitious, Inquisitive and Independent

Responsibilities - Under the Direction of the Head of Science

Professional duties for all teachers in England and Wales are outlined in the school Teachers Pay and Conditions. All academy post-holders are expected to support Lawn Manor Academy & Ascend Learning Trust's vision and values that are embedded in the day-to-day and long-term running of the academy which include but are not limited to:

- Inspire pupils to achieve their very best
- Ensure all pupils make outstanding progress and achieve challenging targets
- Fully implement all Academy policies and procedures
- Create an exciting learning environment
- Create relationships based on mutual respect
- Be an effective part of the team
- Manage own professional development
- Work closely with all support colleagues
- Work collaboratively with academy staff in sharing ideas and best practice
- Form effective relationships with parents and other parties




### Teaching Responsibilities:

- To be a tutor as required
- To work as part of a team to deliver high quality lessons within an agreed scheme of work in line with the National Curriculum and other internal and external examination requirements
- Monitor, evaluate, assess, and review the work of individual students and groups of students in line with school policies to ensure continuous improvement of standards
- To record the work covered by each class including homework and test scores
- To ensure high standards of achievement and attainment
- To be responsible for the discipline of all students in your classroom, before, during and after the lesson
- To manage the work of any additional adults in your lessons including teaching assistants etc
- Maintain an excellent environment and culture for learning in the faculty through the use of display, the school's reward and behaviour systems
- To be responsible for the health, safety, and welfare of the students in accordance with the Council's policy and Health and Safety at Work Act, 1974
- To attend meetings and work in partnership with parents and other external agencies
- To carry out actions to meet School Improvement Plan and faculty targets
- To carry out duties in accordance with the Staff Handbook and the Staff Information Booklet
- To establish a positive ethos in the school by setting an example of high standards of professional dress and behaviour
- Where possible, support, maintain and improve the school's extra-curricular programme including coursework clinics, homework clubs, extra lessons, performances etc

### Assistant Head of Science Responsibilities:

- To be a role model for T&L and support and challenge colleagues across the department
- Assist the Head of Department in the day-to-day running of the department
- Design and implement the agreed schemes of learning and examinations syllabus, leading on areas of this as directed by the Head of Department
- Deputise for the Head of Department in his/her absence
- Represent the department at relevant meetings as required
- Assist the Head of Department in implementing, monitoring and reviewing the Faculty Improvement Plan
- Assist in the leadership of Curriculum, Learning and Assessment
- Ensure consistent formative assessment/marking of all pupil work and to carry out standardisation/moderation of pupil's work
- Monitor and review quality of assessment data and reporting
- Meet regularly with the Head of Department to report on all aspects of your work within the department

- 
- To support the Head of Department to lead school visits, which are arranged for the department as required
  - Take an active role in finding, promoting and running extra-curricular activities for the Science department
  - To liaise with the Operations Manager on any staffing issues

### **Person Specification**

#### Knowledge and Experience

##### ESSENTIAL

- Degree
- Qualified Teacher Status QTS
- Excellent track record of high attainment and progress
- Excellent subject knowledge
- Excellent classroom behaviour management
- Lesson quality good or outstanding
- Effective management of other adults
- Effective communication skills both oral and written
- Passion for teaching and learning
- Experience of assessing and tracking pupil progress at KS3 and KS4 and applying the appropriate strategies to sustain and improve pupil attainment
- Ability to enthuse and motivate others

##### DESIRABLE

- Experience of middle management
- Recent and relevant professional development
- Experience of working outside your team or developing others
- Experience of writing or developing schemes of learning

##### Personal Qualities

- Team player
- Interpersonal skills
- Excellent ICT skills
- Commitment to whole staff, department and other meetings
- Ability to promote high standards in teaching and learning
- Reflective practitioner
- Willingness to learn
- Commitment to inclusive education
- Stamina, drive, energy, enthusiasm and determination to succeed
- Commitment to excellence and high expectations
- Commitment to supporting extra-curricular learning
- Commitment to pupil safety and safeguarding
- Sense of humour



# Lawn Manor Academy

**Our ILEARN values are at the heart of our strategies for success, we take pride in 'inspiring and creating futures for all'.**

## **Independence**

We strive together to foster a sense of independence in all of our young people in each of their endeavours. We focus on a positive approach to problem solving and improvement, whether it is in the classroom, on the sports field, or in friendships.

## **Literacy**

Literacy represents the key to lifelong education and we are committed to bringing excellence to life in every sense of the word. Excellent reading will allow all of our young people to find the success that they deserve as they move through life, furnishing them with adventure, information and the ability to communicate effectively.

## **Equipment**

Our role is to inspire and equip pupils with the necessary skills and learning that they will need to succeed in the future. In order for this to happen, pupils will need to have a thirst for learning and a desire to succeed in everything that they turn their hand to. Pupils will also need to be personally equipped with smart uniform and personal equipment.

## **Attitude**

At Lawn Manor Academy we are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit the Academy.

## **Resilience**

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet: whether they are in the boardroom, on the stage, in the lab or on the sports field, at home or abroad. A positive mind-set is important at Lawn Manor Academy.

## **Numeracy**

Making learning count and inspiring the children who come to our school means creating learners comfortable with the notion that numbers underpin all of nature: they fill our language and inform everything we do. We take skilling the next generation of the workforce to be numerate seriously.

***Inspiring and Creating Futures for All***

# 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.

Together we **Belong, Believe, Become**





# HOW TO APPLY

---

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:

[Lawn Manor Academy MyNewTerm](#)



mynewterm