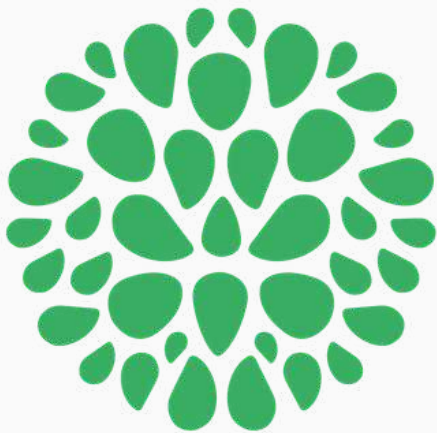




ADVANTAGE
SCHOOLS



THE STOCKWOOD
PARK ACADEMY

WHY WORK FOR US?

ABOUT ADVANTAGE SCHOOLS

At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.

You'll be working alongside an expert team of fellow colleagues within a forward thinking, collaborative and supportive trust.

We provide sector-leading professional development offer and extensive networking opportunities, and excellent opportunities to develop and grow in a successful and expanding trust.

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours. You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to 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.

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

SAFEGUARDING

"The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

ABOUT THE STOCKWOOD PARK ACADEMY

The Stockwood Park Academy is rooted in a strong culture, shared values, and a relentless focus on doing what is right for pupils and staff.

Clear expectations, consistent systems, and strong relationships ensure that both staff and pupils feel safe, supported, and able to focus on learning. This calm and purposeful environment allows teaching to thrive and gives colleagues the confidence that standards are upheld fairly and consistently.

The academy is a happy and positive place to work. Regular celebration events recognise success and effort, while day-to-day teamwork between staff and pupils builds a strong sense of community. Collegiality, mutual respect, and shared purpose underpin everything the school does.

Colleagues benefit from being part of an aligned and supportive trust. The wider trust family of ten schools shares the same aims and values, working collaboratively to support one another. This extended network provides opportunities for professional development, shared expertise, and a genuine sense of belonging beyond the individual school.



HERE'S WHAT OUR STUDENTS HAVE TO SAY

"Stockwood can be very eventful in a good way. I have lots of fun times with both staff and students"

"I like The Stockwood Park Academy because I learn challenging topics and the teachers are supportive."

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



MEET OUR LEADERSHIP

At The Stockwood Park Academy we are seeking a dynamic and responsible colleague. Make no mistake – this is a genuinely exciting opportunity for the right candidate. The key responsibility is to lead and manage staff to construct and deliver an ambitious curriculum that supports all students to achieve exceptional outcomes.

Our school vision is “Striving for excellence and contributing to society” - underpinned by our core values of Excellence, Responsibility and Respect. We are a values driven organisation, with our students at the centre of our decision making processes. The culture of our school is warm and welcoming. Leaders work closely with staff, pupils and families to build a culture of belonging and mutual respect. We are proud of the enhanced work our school does to support our community as well as how we celebrate difference and diversity. We are relentless in our approach to school improvement, unapologetically ambitious for our staff and students, and, have high aspirations to be a Top 1% organisation.

Our core focus, and at the heart of everyone’s responsibility, is Quality First Teaching. We are ambitious for our pupils and we understand that this is underpinned by the high-quality lessons that are delivered, day in, day out. We make no exceptions and no deals in our approach to Teaching, because we know that it is right for our context. Staff and students of TSPA are aligned to our Playbook approach and are reaping the benefits. Any new applicants will receive an enhanced on-boarding & induction process to support staff in implementing our core teaching routines. Our CPD programme is tailored and bespoke to the needs of staff and students; it is focused on Playbook implementation, Evidence informed research codified to support implementation in the classroom. We grow our own.

Complementing our classrooms is high presence from Senior, Middle Leaders and Pastoral staff. The school is calm and orderly and well-managed by a wide range of staff. Lessons are purposeful and rarely disrupted. Teachers are able to teach, students are able to learn. High-quality pastoral support helps students to regulate, learn from their mistakes, and become you citizens. Clear classroom routines, expectations, and centralised processes, including detentions, are in place to support staff and maximise every minute on learning.

At TSPA we are passionate about supporting the Personal and Cultural Development of students. We want our students to leave TSPA with exceptional outcomes, but we also want students to leave as well round individuals that have real life experiences within the wider and extra-curricular programmes. We are proud of the work that our staff and students take part in to support all aspects of our multi-cultural community. The highlight of the Stockwood Park calendar is our annual Culture Day.

As part of the Advantage Schools trust, 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.

I 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, Ambition, Excellence.

Yours sincerely,

Mumin Humayun



I 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 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





ABOUT THE STOCKWOOD PARK ACADEMY

Providing the very best education for all our students is the simple goal for The Stockwood Park Academy. Whilst firmly rooted in traditional values, we have made our school a vibrant and exciting place with a positive ethos that runs throughout the school. 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 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. We also have Phoenix (our inclusion support unit), a gym and a reflection room for staff and students.

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

MICHELLE LEA-WATTS, DIRECTOR OF ENGLISH

Since joining The Stockwood Park Academy in September, and even prior to my arrival, I have been absolutely staggered by how friendly this school is. While I could describe how colleagues have been exceptionally supportive, I think it's most important to note just how lovely our students are because it is so refreshing to join a school and feel welcomed by the young people. This has a lot to do with the trusting nature of our students, but also the warm approach to behaviour management advocated and encouraged by the leadership.

As an English teacher it has also been amazing to see a school which has not only said it will raise the profile of reading, but is acting upon its word. All students regularly receive books as gifts and the emphasis on reading for pleasure is very strong. The renovations to the school library and investment in specific reading programmes have made it clear that reading is valued here and is a priority. I have found the leadership team to be highly involved at all levels with a great presence throughout the school – from break duty to teaching; there's a strong sense that we are all working together which is not always the case in other schools.

ADVANTAGE SCHOOLS 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.

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



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Green car salary sacrifice scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



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 partnerships and platforms, 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

At The Stockwood Park Academy, we believe that daily high-quality teaching, grounded in high expectations and disruption free classroom environments are the key to success for our students. We believe in an evidence-based approach to teaching and use the evidence research to support our development.

TEACHING AND LEARNING AT TSPA

At TSPA all lessons, centre around our 5 Principles of Effective Teaching (Retrieval practice, presenting new materials, guided practice, deliberate practice and the best possible ending to your lesson). We recognise the importance of a high quality, challenging curriculum which must underpin what happens in the classroom and the value of feedback at all stages of teaching and learning. We are proud to make use of key strategies found in 'Teach Like a Champion' and 'Walkthrus' as they provide practical methods to implement Rosenshine's Principles of Instruction. We do not encourage unnecessarily elaborate approaches to lesson planning and delivery. We trust that our teachers are experts in their subject areas and allow them to design and deliver lessons to a high standard.

CLASSROOM ROUTINES

All of our classrooms have visualisers and classroom countdown timers. We expect lessons to be purposeful with opportunities for guided and independent practice. Our teachers regularly show what excellence looks like with the expectation that students are given the opportunity to produce work of a similar high standard.

FEEDBACK

Our feedback policy utilises Live Marking to support teachers in recognising common strengths and areas of the curriculum where students require extra support or reteaching. We assess our students regularly but are considerate of the impact this has on our teacher's workload. We recognise the value of feedback for our teachers too. Teachers work closely with our internal teaching coaches where feedback and professional dialogue is central to the ongoing development of each of our colleagues. Faculty areas also have regular opportunities to work collaboratively as part of our generous directed time policy.



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK

First Aid Lead and Student Services Coordinator

We are looking to recruit an enthusiastic and committed individual who is experienced in providing first aid and medical support. The ideal candidate will have knowledge of how to appropriately identify and treat minor medical issues and have a full First Aid at Work certificate. They will be a resilient team player with excellent inter-personal skills, a can-do attitude, will be flexible, organised and able to use their own initiative.

At The Stockwood Park Academy, our values of Integrity, Ambition, Excellence are underpinned by very high expectations and drive in everything that we do. We have a powerful culture which is warm but strict, based on clear routines, systems, and structures. As a result, our staff enjoy their roles with impeccable behaviour in lessons and hardworking, highly motivated pupils.

If you want to grow and develop in a fast paced, dynamic, and successful Academy, come and join us at The Stockwood Park Academy!

The ideal candidate will have:

- Experience of working in a school environment providing first aid or medical support
- A full First Aid at Work certificate or willingness to train immediately on appointment.
- Knowledge of how to appropriately identify and treat minor medical issues
- English and Maths at GCSE grade A-C or equivalent
- ICT skills with experience of using Microsoft Office and databases.
- Experience of maintaining accurate records and handling confidential information.
- Excellent interpersonal skills, drive, energy and vision
- Ability to remain calm under pressure and in emergency situations.
- A resilient character with a flexible approach to work
- An understanding of Safeguarding, Confidentiality and data protection
- Positive, professional and student-centred approach.

JOB SPECIFICS

Start date: 1st September 2026 or asap following this date

Salary: AS 15-20 FTE £30,334 - £32,906 actual pro rata salary £26,324-£28,556

Job role: Permanent, Full time, Term time + 5 INSET days, 39 weeks per year, 37 hours per week, Monday – Thursday 8:00am-4:00pm and Friday 8:00am-3:30pm.

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

JOB DESCRIPTION

Job Title: First Aid Lead and Student Services Coordinator

Salary: AS 15-20

Job Purpose

To lead and deliver high-quality first aid medical support and student welfare, within the Academy ensuring that all students are cared for in a safe, supportive and efficient environment.

Main Areas of Responsibility

1. First Aid and Medical Lead

- Act as the named responsible officer for all first aid and medical matters within the Academy.
- Serve as the first point of contact for all first aid incidents involving students, staff, and visitors.
- Ensure effective first aid and accident reporting procedures are in place, well-communicated, and consistently followed.
- Ensure first aid kits, defibrillators, and emergency supplies are correctly located, fully stocked, and checked regularly.
- Ensure all staff understand the location of first aid equipment and personnel, and that relevant notices are clearly displayed.
- Maintain accurate accident and incident records, including electronic logging and follow-up monitoring of trends with the H&S Lead.
- Ensure all first aiders and relevant staff apply universal precautions and follow best practice in infection control and hygiene.
- Maintain a good working knowledge of, and ensure compliance with, all relevant policies:
 - First Aid Policy
 - Medical Needs and Medicines Policy
 - Control of Infections Policy
 - Allergy Awareness Policy

2. Medical Needs and Health Care

- Take charge of the administration and management of student medication, ensuring compliance with Academy policy for receipt, storage, consent, and disposal.
- Ensure all medication, including emergency supplies such as EpiPens and asthma kits, are in date, correctly stored, and easily accessible.
- Be aware and review Health Care Plans shared by the SENCO.
- Liaise with parents, carers, and external agencies to gather and verify medical information, ensuring all records on Arbor correspond.
- Support and assist in the organisation of vaccination programmes, including the collection of consent forms and supporting visiting health teams.
- Provide medical support for students with diagnosed conditions (e.g., epilepsy, diabetes, ADHD), following HCP guidance and obtaining training as needed.

- Work with the Assistant Principal to support parents in preparing special diet requests and liaise with the catering provider to ensure safe dietary provision for students with allergies or intolerances.
- Ensure confidentiality of all medical and personal information and adherence to data protection principles.

3. Training, Compliance and Professional Standards

- Maintain an up-to-date register of qualified first aiders, ensuring certifications are valid and renewals scheduled, with adequate coverage across the site.
- Identify and organise first aid and emergency medication training for staff, completing due diligence on external providers where necessary.
- Maintain professional competence and up-to-date clinical knowledge through ongoing learning and liaison with relevant health authorities.
- Ensure accurate and timely reporting and record-keeping for all medical and first aid activities, maintaining full compliance with Academy policies and statutory guidance.
- Undertake regular audits of medical and first aid provision, recommending improvements as required.
- Work in partnership with the Designated Safeguarding Lead (DSL) and the Health & Safety Officer to ensure a coordinated approach to student wellbeing, safety, and medical care.
- Adhere to all Child Protection procedures, maintaining vigilance in safeguarding and referring any concerns appropriately.

4. Student Services

- Contribute to the daily operation of Student Services, ensuring an efficient, welcoming, and supportive environment for students and staff
- Provide high-quality administrative and medical support to the Academy
- Support students referred for uniform issues, including supervision of make-up or nail varnish removal, logging incidents, contacting parents, and arranging for students to go home to change (with appropriate authorisation).
- Provide initial assessment of student medical needs, administering first aid and offering advice as required.
- Use Arbor and Evolve to access student information, run reports, update records, and input relevant data (e.g., vaccinations, accidents).
- Communicate effectively with parents and external agencies (e.g., Local Authority, medical professionals), ensuring prompt, courteous and accurate information sharing.
- Maintain a tidy, organised and professional working environment at all times.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example

- To support and attend academy events such as Open Evening
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Advantage Schools policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

Job Title: First Aid Lead and Student Services Coordinator

	Essential	Desirable
Qualifications / Training	- English and Maths at GCSE grade A-C or equivalent - A full First Aid at Work certificate. This role requires an experienced First Aider. - Mental Health First Aider qualification or willingness to train on appointment.	- Higher Education (A Levels or Degree standard) - Registered Nurse (RGN) with valid NMC PIN - Advanced First Aid qualification to training others. (FREC3 or above). - Safeguarding Training. - Equality and diversity training.
Knowledge / Experience	- Experience of First Aid working in a school environment. - Knowledge of how to appropriately identify and treat minor medical issues. - Knowledge of first aid practices and emergency response procedures. - ICT skills with experience of using Microsoft Office and databases. - Knowledge of confidentiality and data protection requirements. - Experience of maintaining accurate records and handling confidential information. - Experience of working in a customer-facing or administrative environment. - Understanding of safeguarding and child protection procedures. - Understanding of health and safety requirements within an educational setting - Experience of working effectively with people from diverse backgrounds	- Knowledge of CPOMS, Arbor and Evolve packages. - Experience of databases, spreadsheets, internet, electronic mail. - Experience of establishing effective relationships with staff, pupils and other stakeholders. - Evidence of understanding how to promote equality and diversity within the job role. - Experience of operating computerised and manual systems. - Working knowledge of Microsoft Office and a willingness to tackle complex word processing tasks. - Understanding of the demands of the role to ensure effective prioritisation of workload.
Skills / Abilities	- Excellent communication and interpersonal skills. - Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	- First Aid Train the Trainer qualification - Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution - Ability to promote the school's reputation and carry out School



	• Ability to communicate effectively and confidently face-to-face, on the telephone and in writing. • Positive, professional and student-centred approach • Strong organisational and administrative skills • Ability to work well under stressful situations • Ability to remain calm under pressure and in emergency situations • Ability to work independently and as part of a team. • Positive, professional and student-centred approach. • A flexible approach to working hours when required.	business appropriately and professionally at all times. • Ability to form and maintain good working relationships and must be punctual and reliable. • Ability to produce documents that are grammatically correct, and spell checked. • Ability to proofread and correct documents accurately. • Able to seek relevant information for problem solving and decision making. • Ability to prioritise own workload and juggle a range of tasks and deadlines effectively communicating changing priorities to those involved • Ability to record, track and retrieve documents using files and folders (both paper-based and on the PC) • Reliable with a high degree of confidentiality and integrity
Special Requirements	• Previous Safeguarding or SEND training. • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Willingness continuously to update skills and knowledge • Must be a resilient character with a flexible approach to work	