



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.





Assistant Safeguarding Officer

To implement the school's Child Protection & Safeguarding policy and procedures.

- Encourage good practice by promoting and championing the child Safeguarding policy and procedures.
- Monitor the safeguarding@ email address to support the Safeguarding Officer's response to disclosures or concerns which relate to the well-being of a child, including referrals for Children & Families Contact Swindon within Children's Social Care, or the police.
- To receive and manage phone calls via the Safeguarding call queue
- Maintain the Safeguarding Meeting Calendar
- Ownership of the CPOMS system and other digital recording
- Ownership and housekeeping of safeguarding files ensuring any transfers are completed
- Ownership of archiving of safeguarding files ensuring it is in line with our Data Protection policy
- Directing calls from external agencies and support members of the Student Support team with ad hoc requests
- To complete referrals to outside agencies as appropriate.
- To complete Early Help Assessments as required
- To track EHA completion and TAF Meeting cycle
- To produce termly safeguarding data
- To track safeguarding CPD for staff
- To conduct Education Welfare Checks as required from MASH, including capturing the Child's Voice
- To record action points in the weekly Safeguarding team meeting

Person Specification

Criteria which will be measured at application and interview

Physical

- Smart appearance with the ability to communicate with staff, pupils, parents and outside agencies with a polite, professional manner and to work under pressure.
- You will be flexible and have excellent communication and organisational skills.

Qualifications

- Good experience of IT skills
- Safeguarding Trained to Level 2 or 3 (advantage but not essential as training would be provided)
- 5 GCSE's A*-C incl. English and Maths or equivalent
- A Level or Equivalent
- Evidence of relevant training and/or professional development.

Specialist Knowledge

- Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality

- Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection
- Procedures and intervention work
- Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families
- Knowledge of 'Framework for the Assessment of Children in Need and their Families'
- Ability to summarise clearly and concisely and articulate concepts and proposals
- Ability to produce concise and complex reports
- To be able to evaluate theoretical research based information
- An understanding of the 'Early Help' process.
- Knowledge of Schools Information Systems (Arbor).

Skills

- Ability to maintain student records and write other short reports as required.
- Ability to record and produce minutes from safeguarding meetings.
- Ability to work on one's own initiative, balance competing priorities and organise a work schedule.
- Ability to motivate children/young people by establishing empathic and supportive working relationships.
- Ability to work as part of a team to reach agreed targets and outcomes for children/young people.
- The ability to use word processing packages and the internet.
- Experience of working with children including work within Child Protection and Multi Agency liaison.

Experience

- Considerable experience of working in one or more of:
 - Working with Children, Young People and families
 - Teacher with Pastoral experience or work in a comparable profession
 - Education Welfare Work
 - Social Work
 - Working in Education Setting
 - Having worked with vulnerable pupils (desirable)
 - Counselling
 - Mediation/Conciliation
 - Safeguarding
- Extensive experience of working effectively with the parents /carers of children / young people.
- Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency, ideally in a safeguarding role.
- Experience of working in a multi-agency environment.

Other Requirements

- Ability to work flexibly and attend evening and early morning.
- Self-motivated and able to prioritise a demanding workload.
- To be professionally assertive and clear thinking, able to negotiate.
- To be able to operate as part of a team.



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