



LAWN MANOR
ACADEMY



RECRUITMENT PACK

Inspiring and Creating Futures for All

WELCOME FROM THE HEAD



Russell Langdown
Headteacher

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 – Year Leader

Responsibilities - Under the Direction of the Head of Student Support
Key Accountabilities:

- Lead a programme of thought-provoking assemblies which promote community cohesion and establishes a positive school ethos with particular emphasis on the school's I LEARN values.
- Line manage and monitor the work of the I LEARN team of tutors.
- Chair effective Year Team meetings in accordance with the school's meeting cycle and Year inclusion Mtgs as appropriate
- Promote the positive ethos across the cohort by looking at data each term and celebrating accordingly with special assemblies, letters, postcards, certificates and school trips as appropriate.
- Take a lead role in coordinating pupil progress, to include interventions, IAG and additional progress measures – supported by the Head of Student Support and Assistant Year Leaders as appropriate.
- Preparing / attending / chairing meetings as appropriate
- Assist the process for all suspensions within your Year in liaison with other colleagues and parents/carers.
- Assist the process for all admissions within your Year in liaison with other colleagues and parents/carers.
- Liaise with the Data Assessment and Report Team (DART) in the effective management in reporting to parents.
- Have overall responsibility for the management of the relevant Academic Progress Evenings (including booking software), Information Evenings and outside speakers.
- Attend all line management and team meetings as required.
- Liaise with the school's Designated Safeguarding Officers and outside agencies as appropriate to ensure the effective implementation of relevant policies in order to safeguard children.
- Liaise with other Year Leaders and Assistant Year Leaders on a regular basis in order to share information and develop good practice.
- To contribute to the school's monitoring, evaluation and review cycle, and contribute to the School Improvement Plan (SIP) – I LEARN Trails - supported by the Head of Student Support as appropriate.
- Take the lead role in the behaviour management of pupils in your year group, this includes analysis of trends, responding to any incidents including the recording of any outcomes, and communication with parents/carers.
- Attendance at Academic Progress Evenings and additional year group specific events such as 'Options Evening'.
- Line management of a Year Leader Assistant.

Attendance

- Liaising with the Attendance Team regarding non-attendance issues.
- Raising attendance through a variety of interventions in liaison with the Student Support Team. Organising work/accessing support for pupils with long term medical problems or Fixed Term Suspensions . Participate in Attendance Focus meetings and Case Discussions as appropriate.



Welfare

- Developing good relationships with pupils based on trust, respect and support.
- To take a lead role in supporting pupils with any child-on-child abuse (bullying) concerns
- Building a knowledge base of all pupils to allow for early and effective interventions as required and contribute to the delivery of this alongside the Inclusion Team.
- Liaising with all relevant staff in monitoring welfare of pupils.
- Communicating with parents/carers and agencies where appropriate when the welfare of an individual pupil is cause for concern.
- Complete referrals as appropriate for internal and external intervention
- To support the Safeguarding Officer with safeguarding and child protection monitoring, including attendance at relevant meetings and in written communication such as RFI referrals or agency contributions

Universal

- To be personally committed to the process of continuous improvement in the school.
- To participate in relevant staff development and training activities.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To be prepared to undertake First Aid Training if required.



Person Specification

Criteria which will be measured at application and interview.

Knowledge & Experience

ESSENTIAL

- 5 GCSE's including Maths and English or equivalent.
- Educated to at least A level (level 3)
- Evidence of significant and successful proactive involvement in the welfare of children or adults.
- To be a confident decision maker, with the ability to solve problems and show initiative in a range of situations.

DESIRABLE

- Experience of working with teenagers
- Emotional literacy awareness
- Mentoring Skills
- Degree
- Evidence of involvement in the pastoral welfare of young people in an educational environment.

Other

- Positive relationships with children
- Ability to contribute constructively to a team.
- Understanding of Academy roles in relation to pupils' pastoral support.
- Excellent communication skills.
- Systematic approach to work and the ability to prioritise.
- Ability to self-evaluate personal learning needs and engage with staff development opportunities.
- Understanding and respect for confidentiality in relation to all issues connected with the role.
- Team player
- Adaptability and a willingness to evolve practices.
- Inter-personal skills
- Excellent ICT skills
- Commitment to whole staff, faculty and other meetings
- Well organised
- Good time keeping



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