



**Cheslyn
Hay Academy**

Part of



**High Expectation.
High Achievement.**

Student Refocus Lead

Candidate Information Pack



Welcome from the Headteacher

Dear Applicant,

I am Jenny Pritchard, Headteacher of Cheslyn Hay Academy, and I am delighted that you are considering joining our professional community.

Cheslyn Hay Academy is an excellent school that remains very much at the heart of its community. We pride ourselves on being one of the best schools in the area, providing an exceptional environment where young people can learn, grow, and develop. Since joining the Windsor Academy Trust family in 2018, our school has gone from strength to strength, with strong and improving results year on year.

Being part of a family of fifteen schools allows us to benefit from the collective strength and innovation of a progressive trust. While we have our own unique identity and high academic standards, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

As a member of our team, you will be a vital part of this mission. Whether you are joining our teaching team or our professional services staff, you will help us achieve our Strategy 2030 goals by:

- **Championing the Student Pledge:** We offer a broad education supported by a rich extracurricular programme. You will help students meet our 'Student Pledge', a set of twelve challenging experiences designed to prepare them for their future careers.
- **Fostering Excellence and Safety:** We have a long-standing reputation for academic success and for ensuring our students are happy and safe. Our team strives daily to ensure every child has the best possible start in life.

We are looking for dedicated, collaborative individuals who share our values of excellence and innovation. You will join a talented team supported by a culture of empowerment and professional growth, making Cheslyn Hay Academy an employer of choice in the region.

If you are passionate about making a meaningful difference and helping young people find their spark, I look forward to receiving your application.

Kind regards,

Jenny Pritchard
Headteacher

Our School

"High expectation, high achievement"

Cheslyn Hay Academy is an 11 to 18 comprehensive school and sixth form in South Staffordshire. We have a strong reputation for enabling the young people in our care to flourish. For a number of years the school has been oversubscribed. We believe that high expectations lead to high levels of achievement therefore we set high standards for our staff and students. Cheslyn Hay Academy offers an academically broad education supported by an incredibly rich extracurricular programme based around our student pledge.

Our 2024/25 highlights

- Year 11 Revision Residential: Students and staff attended a 'Revision Residential,' where a balance of hard work in English and maths and team-building activities helped pupils prepare for their GCSE exams.
- Show-Stopping Production: The annual school show, Legally Blonde, was a hit, with 67 students both on stage and backstage delivering an unforgettable performance.
- Increased Trips: The school launched over 200 trips and activities, offering students 3,737 unique opportunities for learning and personal growth, including overseas trips to Venice and New York.
- Duke of Edinburgh & Camp International: A record number of students achieved their Duke of Edinburgh's Award this year, with 64 students completing Bronze, 10 coompleting Silver, and 9 completing Gold.
- Mental Health Ambassadors: Twelve Year 9 students were trained as certified Mental Health Ambassadors to lead weekly wellbeing sessions for younger students.
- Global Citizenship: The school was recognized by The Day news website for its extensive use of the platform, highlighting its commitment to broadening students' understanding of global events.
- Enhanced Careers Programme: The school's careers fair saw a 50% increase in business and educator attendance. A high percentage of students also completed in-person work placements.
- Equality, Diversity, and Inclusion: A new student and staff working group was established to promote awareness of important issues, resulting in a significant increase in students' understanding of social topics.
- Sporting Excellence: School teams had a very successful year, with the Year 7, 8, and 9 football teams winning their leagues and the girls' U12 football team winning the County Cup Final for the second year in a row.
- School Games Organiser Success: The school's School Games Organiser partnership is in the top 10% of schools nationally and was part of the Staffordshire team that won a National Collaboration and Innovation Award for equal access in sports.

"As my boys leave this school having finished in Year 13, I really must pay tribute and thank the school and all the staff for their time, energy and care they have all put into my boys' years at Cheslyn Hay. Cheslyn Hay has been the making of them and they've turned out to be polite, thoughtful and hardworking, able to converse with all walks of life and ages. I think that is testimony to our school and the experiences and self belief that the teachers have given them." -
Cheslyn Hay Academy parent



Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF

Job Description

Salary	Grade 4, Point 12-16 £24,383.50 - £25,994.30
Reporting to	Assistant Headteacher
Responsible for	
Location	Cheslyn Hay Academy

Job Purpose

- The Refocus Room is used to support students who have struggled to meet behavioral expectations, meaning you will regularly work with students who are frustrated, disengaged, or facing complex challenges.
- This role requires the ability to rapidly form strong, trusting relationships with students, de-escalating tense situations with calm authority. One of the main aims is to maintain a quiet, highly structured, and productive atmosphere so that students can seamlessly continue their academic work.

Refocus Room Management

- Oversee the day-to-day running of the Refocus Room as a calm, structured space for students removed from lessons
- Ensure appropriate work is provided and completed by students during their time in the room
- Record and track data on referrals to the Refocus Room, identify patterns, and identify the appropriate support and interventions
- Track student usage of the room, identify patterns, and communicate with pastoral staff and SLT
- Facilitate reintegration meetings and create follow-up support plans where necessary

Lesson Referral & Incident Response

- Respond promptly to behaviour-related lesson referrals, supporting staff by liaising with SLT and leadership team
- De-escalate situations and decide on appropriate next steps
- Ensure incidents are effectively tracked and monitored with timely support put in place

Pupil Support

- Support students to build trusting and constructive relationships and with any behavioural challenges they face
- Deliver or coordinate targeted interventions (1:1 or group-based) to address behaviour, emotional regulation, or social skills
- Build positive, professional relationships with students to support behavioural improvement
- Ensure students are accessing a meaningful curriculum at all times
- To notice patterns or trends with students who are in refocus and communicate with the tutors and Heads of Year
- To inform staff as appropriate on strategies or information required to support identified students
- Enabling restorative conversations between students and staff

Support for School Processes

To support the general work of the Student Services team as required by the school, to include, but not limited to:

- Undertake 'Classrooms and Corridors' duty as required
- Supervise the SSC as required
- Supervise detentions as required
- Undertake break or lunchtime duties as required
- Cover for Student Services colleagues
- Contacting home regarding issues
- Maintain accurate records of incidents, sanctions, rewards, referrals, and interventions using the school's MIS (Arbor)
- Support with investigations into incidents between students: this may be in the form of sharing a statement form or gathering information for an incident sheet or speaking to students

Engage in professional learning

- To attend School and Trust training and networking events as required
- To network with other staff within WAT with similar roles and responsibilities
- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Deputy Designated Safeguarding Lead - : Ensure safeguarding procedures are followed when behaviour raises concerns

General Responsibilities

- Demonstrate knowledge, understanding and positively promote equality of opportunity
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture
- Encourage the development of productive and collaborative working relationships across the Trust
- To undertake any other reasonable request of the Senior Leadership Team

Person Specification

Area	Essential	Desirable
Qualifications		
▪ Good standard of education, including English and Maths	✓	
▪ NVQ 3 learning & development support services for children, young people and those who care for them or equivalent qualification or experience in a relevant discipline	✓	
▪ Be able to demonstrate a willingness to attend appropriate training and development		✓
Knowledge, understanding and experience		
▪ Understanding of principles of child development and learning processes and in particular, barriers to learning.	✓	
▪ Ability to plan effective actions for students at risk of underachieving.	✓	
▪ Ability to work constructively as part of a team, understanding school roles and responsibilities	✓	
▪ Ability to relate well to children and to adults.	✓	
Aptitudes, skills and abilities		
▪ Full working knowledge of relevant policies/codes of practice and awareness of legislation	✓	
▪ Excellent interpersonal skills/relate well to children and adults.	✓	
▪ Excellent communication skills.	✓	
▪ Good organising, planning and prioritising skills.	✓	
▪ Ability to provide accurate records keeping, information retrieval and dissemination of data/documentation	✓	
▪ Ability to deal with sensitive issues in a professional manner	✓	
▪ Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication.	✓	
▪ Comply with Trust's commitment to the protection and safeguarding of children	✓	
Other		
Cheslyn Hay Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check 10		



Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**



Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.



Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.



Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit The UK's Most Popular Cycle to Work Benefit - Cyclescheme.

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting Tax-Free childcare at gov.uk. Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





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