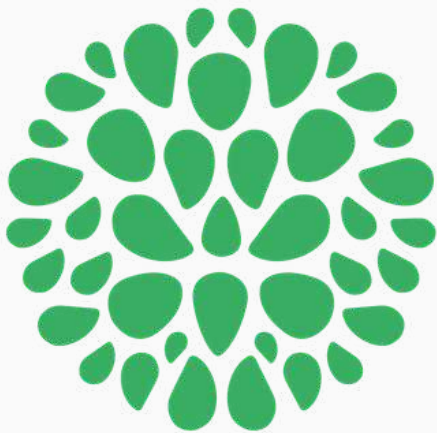




ADVANTAGE
SCHOOLS



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



Safeguarding, Attendance & Welfare Administrator

A new and unique opportunity has become available, and we are seeking to recruit an outstanding and committed professional to join us at The Stockwood Park Academy.

We require someone with very high expectations who is passionate about working with young people and someone who is ambitious to see them achieve. You will be a resilient team player with a can-do attitude, you will be flexible in your approach, highly organised and able to use your own initiative and problem-solve. You will need to demonstrate excellent communication skills, understand confidentiality but be confident in showing professional curiosity. You will have to have the ability to remain calm and compassionate when dealing with sensitive or complex situations whilst remaining professional at all times.

A significant part of the role will focus on early identification and attendance. You will support the implementation of the Academy's Attendance Policy, particularly through communication with parents and carers, following up concerns and providing internal support to identified students. You will work closely with colleagues to identify barriers to attendance and contribute to appropriate pastoral support and intervention.

The successful candidate will play an important role in identifying and responding to safeguarding concerns. You will support the safeguarding team in recognising signs that a young person may be at risk of harm, abuse or exploitation and will respond appropriately to disclosures and concerns in line with Academy procedures. You will need to exercise professional curiosity, maintain confidentiality and ensure that the needs and voice of the child remain central to your work.

The role will also provide support to the wider pastoral team, including responding to behaviour incidents, working with identified students through behaviour mentoring and communicating with parents and carers regarding incidents and concerns. You will be expected to build positive relationships with students and families while maintaining clear professional boundaries.

The role will require you to prioritise effectively, respond calmly to changing circumstances and work collaboratively across the Academy. You will be the person to liaise across these key areas of the school and will be expected to engage and feedback to and the DSL, the Assistant Principal for Behaviour and the Vice Principal for Attendance.

This is an exciting opportunity for someone who is passionate about improving outcomes for young people and wants to play a central role in ensuring that students are safe, supported, engaged in education and able to thrive at The Stockwood Park Academy.

JOB SPECIFICS

Start date: asap

Salary: AS 9-14 FTE £27,564-£29,850 (dependent on experience) Actual pro rata salary £25,146-£27,232

Job role: Permanent, Full time, Term Time + 5 INSET days plus 2 weeks, 41 weeks per year, 37 hrs per week, Monday-Thursday 8:15am-4:15pm, Friday 8:15am-4pm

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



JOB DESCRIPTION

Job Title: Safeguarding, Attendance & Welfare Administrator

Reports To: Designated Safeguarding Lead

Salary: AS 9-14

Job Purpose

The role involves triangulation and cross departmental working with The Safeguarding Team, The Pastoral Team and The Attendance Team. The role will involve you being a key link across the school in order to get the best outcomes for our students and families.

You will monitor, promote, and improve student attendance and punctuality across the school. You will work directly with identified students and families to improve attendance and move away from educational disengagement linked to unhelpful behaviours. You will be a key part of the Safeguarding Team ensuring that safeguarding remains at the core of everything you do by promoting students' welfare and wellbeing to keep them safe.

Attendance

- Coordinate and manage the daily late desk, recording late arrivals, determining reasons for lateness, contacting parents and issuing immediate sanctions in line with the behaviour policy.
- Update the school's Management Information System (Arbor) with accurate absence and lateness codes (e.g., L and U codes).
- Identify students where there is a punctuality or attendance barrier or their attendance indicates an emerging need, safeguarding or wider barrier to learning.
- Communicate proactively with parents and carers via phone, letter, or face-to-face meetings to discuss attendance and punctuality concerns.
- Coordinate and action parental/carers meetings in the first instance with the view of working together with families to reduce barriers to education.
- Through these meetings, identify students requiring additional support and contribute to coordinated interventions such as morning check-ins, punctuality report cards, breakfast club referrals and create personalised support plans for arriving on time and removing barriers to education.
- In some of these cases, you will become the main point of contact and deliver either 1:1 or group intervention to identified students.
- Maintain accurate and confidential records and Analyse data to identify patterns or trends in attendance and lateness. Escalate attendance concerns using the tiered approach as defined within the Advantage Trust's Attendance Manual and working closely with the Trust Attendance team.

Safeguarding Officer

- As part of the Safeguarding Team, responding to and recording safeguarding concerns and disclosures in line with academy procedures using CPOMS.
- Recognise indicators of harm, abuse, exploitation and other safeguarding concerns, demonstrating professional curiosity and triangulating information from attendance, behaviour and pastoral teams to identify emerging risks.
- Develop positive relationships with students and staff, ensuring they are listened to, supported and kept at the centre of decision-making, whilst maintaining high expectations and appropriate professional boundaries.
- Liaise appropriately with students, parents, carers, academy staff and external professionals when dealing with a safeguarding incident, ensuring relevant information is communicated promptly to the DSL or DDSL.
- On a weekly rotation, you will be the first point of contact for safeguarding concerns raised via CPOMS and will also be on duty to manage any calls, walk-ins and communications from external agencies.
- Maintain confidentiality and accurate records, remaining calm, compassionate and professional when responding to sensitive or complex situations and prioritising the safety and welfare of the young person.
- Conduct home visits alongside relevant pastoral staff i.e. Head of Year for unexplained absences or absences triggering safeguarding concerns.

Pastoral and Behaviour Support

- Work closely with the Pastoral Team to support identified students with behaviour and engagement needs.
- Provide targeted behaviour mentoring and support, helping students to understand and improve their behaviour, engagement and relationships following a removal from lesson.
- Work collaboratively with the Assistant Principal for Behaviour, DSL and wider academy colleagues to identify barriers to positive behaviour, attendance and engagement and develop appropriate interventions.
- When needed, support the management of behaviour incidents such as collecting statements, supporting Patrol Calls and communicating effectively with parents.

PERSON SPECIFICATION

Job Title: Safeguarding, Attendance & Welfare Administrator

	Essential	Desirable
Qualifications / Training	- A good standard of education, including GCSEs in English and Mathematics at Grade C/4 or above (or equivalent). - Up-to-date safeguarding training, or a willingness to undertake this immediately upon appointment, is essential. - A willingness to undertake relevant training to develop knowledge and expertise across safeguarding, attendance, behaviour and pastoral support.	- Higher Education (A Levels or Degree standard) - Further qualifications or training in safeguarding, education, pastoral support, behaviour, attendance, social care or a related field. - Equality and diversity training. - A driving license with access to a car.
Knowledge / Experience	- Previous experience working in a school, educational setting or role involving children and young people. - Experience of working with students who may present with safeguarding, attendance, behaviour, wellbeing or wider pastoral needs. - Experience of communicating effectively with parents and carers, including managing challenging or sensitive conversations. - Experience of maintaining accurate and confidential records. - Experience of working collaboratively with colleagues across different teams or professional areas.	- Experience of supporting vulnerable children and young people. - Experience of safeguarding, attendance, behaviour or pastoral systems is desirable including CPOMS and Arbor. - Experience of using Microsoft Teams alongside a good understanding of Excel. - Evidence of understanding how to promote equality and diversity within the job role. - Experience of working effectively with people from diverse backgrounds.
Skills / Abilities	- Communication: Excellent verbal and written communication skills, with the ability to communicate confidently, sensitively and professionally with students, parents, carers and colleagues. - Professional Curiosity: Able to ask appropriate questions, identify emerging concerns and consider the wider context surrounding a student's behaviour, attendance, wellbeing and safeguarding.	- 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 business appropriately and professionally at all times. - Ability to form and maintain good working relationships and must be punctual and reliable.



	• Safeguarding: Able to recognise potential indicators of harm, abuse or exploitation and respond appropriately in accordance with academy procedures. • Resilience: Able to remain calm, compassionate and professional when dealing with challenging behaviour, difficult conversations and sensitive or complex situations. • Organisation: Highly organised with excellent time-management skills and the ability to prioritise competing demands and respond flexibly to changing situations. • Teamwork: A committed and resilient team player who can work effectively across safeguarding, pastoral and attendance teams and contribute positively to wider academy priorities. • Problem-Solving: A proactive, solution-focused approach with the ability to use initiative, respond to emerging issues and identify appropriate support for students and families. • High Expectations: Passionate about young people and committed to ensuring that every student is supported to achieve their potential. • Confidentiality: Understands the importance of confidentiality, information sharing and data protection and can handle sensitive student and family information appropriately. • Professionalism: Consistently demonstrates sound professional judgement, maintains appropriate boundaries and acts in the best interests of students. • Flexibility: A willingness to adapt to the changing needs of students, families and the academy, providing support across safeguarding, pastoral, behaviour and attendance as required.	• Ability to produce documents that are grammatically correct, and spell checked. • Ability to proofread and correct documents accurately. • 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
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