



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”.



Sandra Muir
Executive Headteacher

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

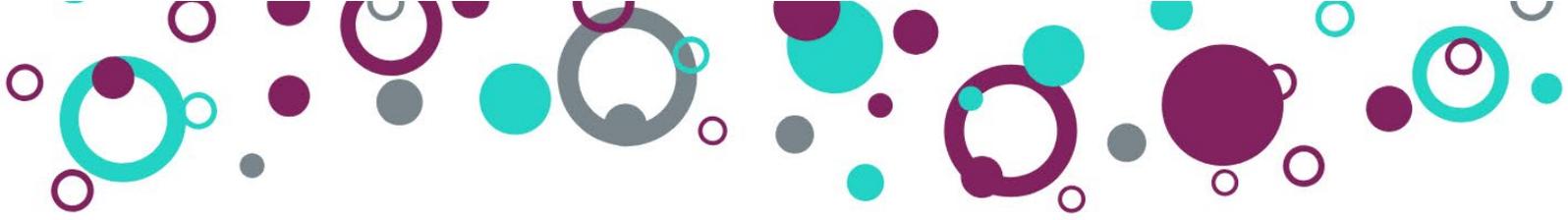
The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

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.





Head of Science Reports to DHT

Salary TLR 1C

Job Purpose: To lead, manage and develop the Science department to raise student attainment, ensuring high quality teaching and learning whilst delivering an engaging curriculum. Oversee staff performance, strategic planning, resources, budget allocation, health and safety and improving pupil outcomes across all key stages.

TLR Responsibilities

- Provide strategic leadership and management of the department to ensure continuous improvement and development.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To play a key role in community engagement and as a Raising Standards Leader ensure regular experiences for students which gives them the opportunity to achieve their individual potential
- To lead the raising standards of student attainment within the faculty and the wider school
- Lead and manage the department on a day-to-day basis
- Take a leading role in the delivery of the curriculum and be an exemplar of best practice in the department
- Lead and manage the work of the other teachers within the department
- To work with the Senior Leadership Team, Ascend Learning Trust colleagues and outside agencies to further develop the practice of the department
- Attend Raising Standards Leaders' meetings and events
- Monitor, evaluate and review the work of the department in line with school policies to ensure continuous improvement of standards
- To administer the PDC of each member of the department in line with the school's Policy
- Undertake the management of staff within the Department, including induction, interviews, training, development and career management and day-to-day management matters, such as leave of absence, sick leave, etc. and referring where required to the HR Manager or Headteacher
- To liaise with the Office Manager with any staffing issues
- To liaise with the Finance Team in order to ensure the effective management of all department finances
- To implement, monitor and review the department self-evaluation and contribute to the whole school evaluation (SEF)
- Ensure consistent formative assessment/marking of all pupil work and to carry out standardisation and moderation of pupil's work
- Use pupil data to set and monitor targets in order to ensure progression
- Report regularly to your Line Manager on all aspects of the work of the department
- Lead school visits, which are arranged for the department as required liaising with the Finance Team
- To effectively implement the schools safeguarding procedures as they relate to teaching and learning within the department, including the identification of training as required

- To effectively deploy additional adults, including Teaching Assistants and Science Technicians, in order to maximise student achievement and attainment
- To actively manage resources required for the work of the department in line with current Health and Safety and best value guidelines
- To model Health & Safety with the department and report incidents
- To take a lead role on Data Protection in the department and to report breaches to the school Data Protection Officer
- Ensure that opportunities to include moral, ethical and spiritual aspects of the subject are promoted
- To develop the schemes of learning to deliver the future curriculum
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To play a key role in community engagement and as a Raising Standards Leader, ensuring regular experiences for pupils which gives them the opportunity to achieve their individual potential
- Taking a leading role in promoting aspects of Personal Development related to your subject, updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology
- Promote the subject areas through exciting and engaging after school clubs
- Contribute towards ensuring a high-quality learning environment within the subject area by managing and improving the fabric of the classrooms and displays and exhibitions of pupil work, including references to subject grades on display work
- To work with the School timetabler in developing the department timetable.

Line Management – Second in Science, Science teachers, additional adults within the department

Person Specification

Qualifications and Education

Essential:

- QTS
- Honours degree in relevant subject
- A-Levels in relevant subject/s
- A record of relevant further training and development

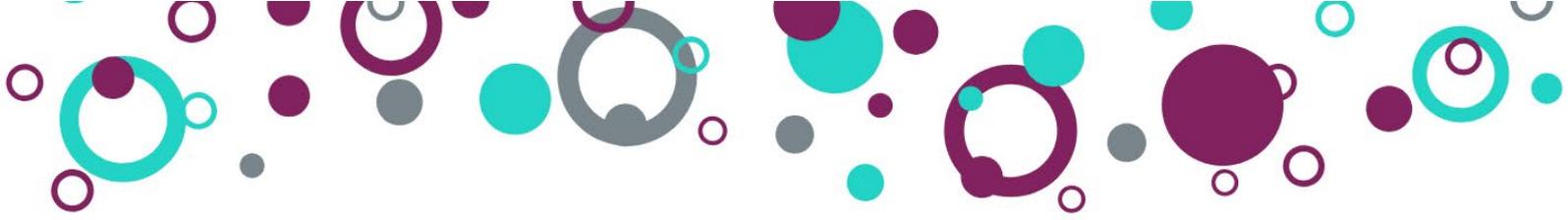
Desirable:

- MSc, relevant further training and development
- An ability to teach core subjects, English, Maths and Science or subjects required by the Academy at this time.
- Middle or Senior Leader accredited qualifications.

Successful Experience

Essential:

- A minimum of two years training in a mixed non-selective state school.
- An ability to evidence teaching to a consistently high standard.
- Making the learning challenging and enjoyable.
- Tutoring or mentoring students, mentoring and coaching staff
- Writing or making a significant contribution to curriculum planning or review documents.



Desirable:

- Working in a challenging school
- Leading CPD
- Leading in a whole- school project or initiative.

Expertise

Essential:

- Leadership potential with excellent communication skills: the potential to enthuse, inspire, influence and motivate others
- An ability to design and lead an effective curriculum: management of resources and budgets
- An ability to decisively and intelligently use data to impact on academic achievement
- Ability to build and sustain effective working relationships with students, staff and parents
- Understanding of the use of ICT in enabling effective approaches to teaching and learning
- An ability to work effectively as part of a team and to show personal initiative
- Ability to offer extra-curricular activities or participate in wider academy life
- An interest in and knowledge of special education needs
- Informed of National policy and/or strategic direction and development of the subject
- Undertake processes and systems for quality assurance within subject areas.
- An ability and credibility to deputise for a senior colleague when called upon

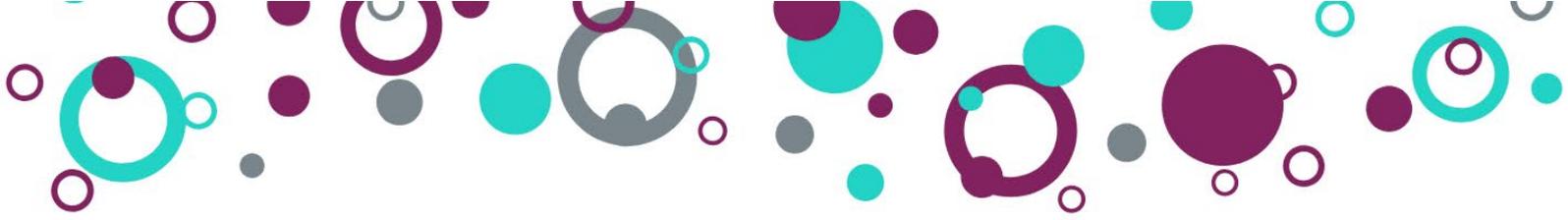
Desirable

- An ability and willingness to lead CPD or training
- Leading or contributing to school improvement groups
- High Level ICT teaching skills and a vision of how ICT can transform learning.
- Examination or external verifier experience
- Exam moderator
- Contributing to National Policy and/or strategic direction and development of the subject
- Analytical and project management skills
- Ability to initiate and manage change

Personal Attributes

Essential:

- The ability to drive a culture of respect and attainment
- A fundamental commitment to a belief that every student matters
- Empathy and a positive regard for young people and staff
- An ability to communicate persuasively with students and staff individually and collectively
- Energy, tenacity and determination, dedication and a willingness to work hard.
- Flexible, adaptable and able to prioritise, plan and organise effectively, resilience under pressure
- A person that would command respect from the school and local community
- Emotional intelligence, adaptable to differing situations, with a clear sense of humour.
- An ability to manage your workload effectively and delegate roles and responsibilities



Desirable

- The ability to think creatively to solve problems
- Professional ambition
- Self-Reflection



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**