

Job Application Pack

Achievement Officer

The James Hornsby School

ZENITH
MULTI ACADEMY
TRUST

Welcome from the CEO



Dr Margaret Wilson CBE

We are a South East Essex Multi Academy Trust, currently comprising three secondary schools and one primary school: The King John School in Benfleet, The James Hornsby School in Basildon, Castle View School in Canvey Island and Laindon Park Primary School and Nursery in Basildon.

We have created a unique bespoke initiative to support young people with complex needs who are facing tough circumstances and/or personal problems – Zenith Minds. It is a MAT wide provision that offers child centred support tailored to each individual. This support includes educational psychologists, family liaison specialists and counselling services.

As a member of staff within the Trust you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You will become a valued member of a small group of schools.

The Trust's core aim is to ensure that we enhance the life chances of all the young people within the Trust to enable them to fulfil their potential and achieve the best possible outcomes. This is at the heart of everything we do.

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly trust which looks after the wellbeing of all its staff
- High performing school settings with excellent facilities
- Access to high quality and bespoke CPD across the trust
- A supportive and positive induction programme
- The opportunity to develop your career with and across the Trust Schools

Staff Wellbeing

The Trust is committed to providing a working environment and management practices that promote good health and wellbeing of all its employees. The Board of Trustees' 'duty of care' towards employees, legislation and case law, require them to manage and safeguard the physical and psychological well-being of the Trust's employees, the Trust has adopted:

- The attendance management policy and procedure for staff which provides a framework with clear milestones enabling managers to effectively manage attendance;
- The health and safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff wellbeing policy which focuses on obligations supporting staff's health and wellbeing.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that our diverse and brilliant young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
- Access to Benenden Healthcare rewards and discounts scheme
- Generous Teachers' Pension and Local Government Pensions
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum
- Free access to on-site gym facilities
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Discounted external gym memberships

The Schools of Zenith Multi Academy Trust

THE KING JOHN SCHOOL

A QUALITY EDUCATION FOR ALL

Mrs McGauley, LLE, is the Headteacher at The King John School. It is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 54% of students achieving A*, A or B. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.

Laindon Park School & Nursery

Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Mrs Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.

Castle View School
Pursue Excellence | Be The Best

Mr Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mindset to contribute positively to our wider society. The headteacher would warmly welcome you to visit the school and discover what it is that makes Castle View School the right choice for you and your child.

The James Hornsby School
Together we excel

The James Hornsby School is a popular, oversubscribed school where students' very high attendance and attainment reflect their commitment to and enjoyment of school life.

Everyone is valued as an individual, and their students develop into confident, responsible and successful young people. Every member of the school is part of The James Hornsby family, and their motto is 'Together We Excel'. As such, they support one another and are passionate about achieving excellence and celebrating success.

As a parent of three young children himself the Headteacher, Mr Daniel Steel, leads the school through the eyes of a parent, with very high expectations and aspirations for his students. As a centre of learning, they aim to create outstanding, stimulating and life changing learning experiences.

"I began my teaching career at The King John School in July 2006, as a newly qualified English teacher. Right from the start, I felt that Dr Wilson was investing in my growth and development as both a teacher and a leader. The school recognised my specialisms, strengths and potential and within two years I was leading on Gifted & Talented across the school. From this initial area of responsibility, I moved into pastoral leadership under the mentorship of the senior leadership team. Through Zenith Multi-Academy Trust I was then able to gain my SLE accreditation and was promoted to Lead Practitioner with responsibility for initial teacher training. At this stage in my career, I was ready to step into a Leadership role. I was fortunate to gain a position as Assistant Headteacher at The James Hornsby School, and fortunate to be able to stay within the trust that has supported my progression from my first teaching role to a successful senior leader."

- **Assistant Headteacher, The James Hornsby School.**


The King John School


Laindon Park Primary School


The James Hornsby School


Castle View School

The Vacancy

General Information

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Achievement Officer

Band 4 Range 19-24

Actual salary, inc outer fringe allowance £21,587 - £24,226

37 hours per week, term time plus 1 week holiday working

An exciting opportunity has arisen for an enthusiastic person with experience of supporting students in their learning to work alongside the Head of College to improve student outcomes, behaviour and attendance. You will have a high level of personal drive and energy and be able to contribute to improving standards and achievement for all students in their college. The ability to analyse data and produce reports is essential and an ability to work under pressure is necessary.

Working closely with the Head of College the successful candidate will support the school by implementing sanctions and reward associated with attendance and behaviour, work with the wider school to promote positive behaviour strategies and ensure that the climate for learning is outstanding.

The successful candidate needs to be self-motivated, well organised, have the ability to meet deadlines and prioritise work as well as being able to work on their own initiative and be part of a team.

You should have excellent communication and interpersonal skills as well as a positive approach to working effectively with all members of the school community and external stakeholders.

We reserve the right to close this vacancy early if there is a good level of response. Therefore we would recommend that you submit your application as early as possible.

Vision & Ethos

The Trust was set up in December 2017. As a Multi Academy Trust we are fully committed to excellence in all MAT pillars: governance, education and business operations.

Zenith understands that the future of the education system relies upon schools/academies and MATs working closely together to share best practice, improving each students' life chances and increasing the capacity of the MAT's role to enhance social mobility.

We work with our growing family of local primary, secondary and teaching schools whilst collaborating with other MATs to make this vision a reality.

We endeavour to:

- Provide a quality educational experience for all;
- Build more flexible capacity to improve standards faster for local children;
- Work inclusively within our communities embracing the varied localities we serve within our articulated values;
- Be supportive, share expertise, whilst working collaboratively holding each other to account;
- Develop the very best leaders of tomorrow on improving education and transforming lives;
- Ensuring that pre-conditions that enable students to learn are identified and addressed.
- Provide a coordinated approach to safeguarding, whereby schools fulfil their responsibility effectively. Ensuring all professionals' approach to safeguarding is child-centred.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

To apply for the role please download the application form from the vacancy page on https://www.zenithmultiacademytrust.co.uk/vacancies/, completed applications should be submitted to recruitment@zmat.co.uk. CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application.

Closing Date: 5th June 2020
Interview Date: To be confirmed

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426707.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

We look forward to receiving your application.

'I started working at James Hornsby in January 2012 and began working here as a learning facilitator; almost eight years on and I am now currently the head of mathematics. In this time I have had the opportunity to complete many roles within the school. Working in the behaviour support unit, as an achievement officer and then as a maths instructor, while I was completing my maths degree at university. The leaders within the school identified my skill set and provided me with the support and guidance to move through these positions.

In addition the school funded my training to become a teacher and has given me additional training to support my professional development. James Hornsby and Zenith have developed me from a support member of staff to now being a middle leader at James Hornsby. None of this would have been possible if it wasn't for all the senior leaders that have been at James Hornsby in the past eight years identifying my abilities, nurturing them throughout every step of my journey and more recently the new head teacher guiding me in my new role.'

Maths Teacher – The James Hornsby School

Job Description

Job Title	Achievement Officer
Grade	Band 4 to mid
Reports to	Head of College
Liaison with	Staff, students, parents, visitors, external agencies
Job Purpose	To improve student outcomes, behaviour and attendance
Duties	Supporting Student outcomes • Take a lead role in managing students' achievement by: i. From the direction of the Head of College and Assistant Headteacher, working with students and families on the targeted Achievement Team; ii. Attending relevant parental meetings for targeted Achievement Team students; iii. Liaising with staff for targeted Achievement Team students to secure better outcomes;. • Support in the management of students' behaviour for learning by: i. Regularly analysing SIMS and reporting on college and individual student trends, including attendance and punctuality; ii. Support the Head of College in implementing the sanctions and rewards associated with attendance and punctuality; iii. Helping to ensure that the climate for learning around the school is outstanding and that all students are in lessons; iv. Implementing positive behaviour strategies as appropriate to individual / groups of students including those with SEN. • Assist in the development and implementation of individual behaviour for learning and support programmes with the aim to increase achievement and attendance • Act as a role model by setting challenging and demanding expectations and promoting self-esteem and independence • Promote the inclusion and acceptance of all students • Establish constructive and positive relationships with all students and interact with them according to individual needs • Keep accurate records and prepare reports on students for parents and meetings as required,. • Work with agencies in order to provide interventions to improve behaviour and attendance of students • Liaise with parents on a regular basis regarding Attendance and Behaviour for Learning. • Attend appropriate admission meetings. • Monitor students on any Alternative Education programmes. • Refer and monitor students on counselling. • Assist with primary liaison. • Supporting the organisation of whole school activities and events. Supporting Teachers • Use strategies in liaison with teachers to support students towards achieving learning goals • Promote good behaviour, dealing promptly with conflict and incidents in line with School policy • Take responsibility for providing regular feedback to relevant members of staff • Be actively engaged in the 'safe room' system

	• Assist with the supervision of students out of lesson times, including before school, breaktime and lunchtime where appropriate • Be responsible for organising and assisting with the supervision of detention for issues such as punctuality; • Attend meetings such as Case Conferences and in-school conferences. Supporting Families • Work with families who have sons / daughters in school with behaviour problems. Find ways of making improvements; • Establish constructive relationships with parents / carers; • Act as the primary contact for parents/carers if the behaviour or achievement of students gives cause for concern; • Attend parent evenings and other relevant events to provide advice and support as required. Supporting Student Outcomes and Standards • Be responsible for monitoring students' responses to interventions and accurately record achievements and progress. • Encourage students to take responsibility for their own behaviour
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION

ACHIEVEMENT OFFICER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience in student support
	Knowledge of relevant policies and procedures	Being aware of and working with the school's policies in relation to inclusion, Child Protection and physical contact with pupils
	Literacy	Good reading and writing skills
	Numeracy	Ability to undertake calculations
	Technology	Working knowledge of ICT to support learning and performance of own role
Communication	Written	Ability to write reports and letters and other forms of written communication
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Understanding and working knowledge in support of the differences in children and adults and respond appropriately
	Curriculum	Understanding and working knowledge of the school curriculum
	Child Development	Understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development
	Health & Well being	Understanding of and to support the importance of physical and emotional wellbeing

Working with others	Working with partners	Ability to support teacher/practitioner Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve achievement for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults Influences the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action.
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to manage own time effectively Ability to ensure that deadlines are met.
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Understanding of Health & Safety
	Child Protection	Excellent understanding and effective implementation of Child Protection procedures
	Confidentiality/Data Protection	Understand and ensure compliance with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance Ability to share knowledge in support of the team

Testimonial

Working at King John for the past six years has provided me with a wide range of fantastic opportunities and wonderful experiences. I was encouraged to attend a middle leaders training programme provided by the trust which gave me the knowledge and confidence to be successful in a promotion to Director of English and media. I was also lucky enough to attend the media department trip to Hollywood with a group of KS4 students and was encouraged to organise my own trip to The Globe theatre for KS3 students.

- Director of Learning, The King John School

Working at the King John School is a privilege. Given the school's reputation I am very proud to be a part of the organisation and enjoy coming to work each day. As a school, King John promotes progression with leaders giving staff their full trust and support in professional development. During my time at King John I have been able to grow and flourish by being exposed to work across the school, within our trust schools also as part of the Benfleet Teaching Schools Alliance. Working at the King John School has certainly progressed my career.

- CPC Director, The King John School

Having worked within Zenith for a number of years I have been afforded so many opportunities to develop. I came to the school as a Head of year and after discussing my drive to be on the leadership team I was given extra responsibilities to ensure the progression was effective and that I was ready to interview for a role. With this in mind I was asked to lead on several faculties and drove the Equality and Diversity within my school. This then led to me being asked to join a school within the MAT to take on the role of associate assistant headteacher. I have now secured a permanent position in this school and couldn't have done it without the opportunities given to me by the Trust.

- Assistant Headteacher, The James Hornsby School

I have worked for Zenith Multi Academy Trust for 2 years now, during that time I have been given the opportunity to progress both professionally within my role and personally through training and development. The trust offers a supportive working environment and recognises potential in its employees affording them the opportunity to progress across the Trust. In the last 2 years, I have progressed from a Personnel Officer to HR Manager and completed my CIPD qualification. The Trust has supported me through my progression, encouraging my growth within the role and given me the opportunity to be part of the team striving to ensure the best possible workplace experience for our employees.

-HR Manager, The James Hornsby School