

Secondary



Library HLTA

Application Pack

The Hathaway Academy
Grays, Essex RM17 5LL



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

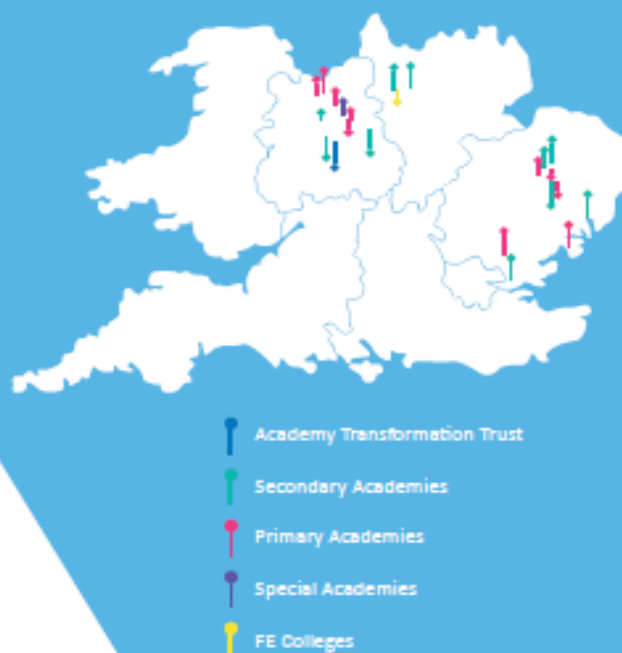
To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Strategic Aims

- To plan and deliver a curriculum which enables students to reintegrate with learning, delivers improving progress and outcomes for all learners and demonstrates that lessons have been learned from the pandemic experience.
- To create the conditions in which our people can demonstrate independent, thoughtful and confident behaviours in pursuit of our vision and aims.
- To continue to improve our financial performance alongside an enhanced reputation in business operations and governance.



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 10
Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

Headline Performance Measures

- **Record progress scores** for many of our academies in 2019.
- **Rising Attainment 8 and Progress 8** rates for three years running across all secondary academies.
- **Rising Key Stage 5 average points scores** across all academies for three years.

Academy Ofsted Ratings

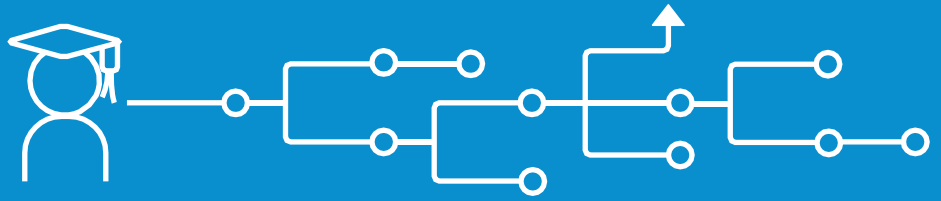
1 Outstanding

18 Good

1 Requires Improvement

1 Inadequate

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Martin Sexton | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. Academy Information



The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015, at Hathaway we aim to change the aspirational horizon of our students and their community. Everything that both our students and staff do will be done to ensure that through engagement, self-worth and purpose, students will be the very best they can be.

The balance of academic excellence and opportunities underpins our high aspirations and provides students with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop students into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extracurricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our Faculty system runs throughout the academy which each Faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh, Royal Opera House and West Ham United.

To find out more, please visit www.hathawayacademy.attrust.org.uk





Selected Courses

- National Professional Qualifications
- SSAT Lead Practitioner Accreditation
- DNA: Teaching, *our flagship course*
- Early Career Teacher Programme

Development Groups

Principals' Development Group | PDG

Allows Principals to develop and share strategies and priorities while addressing their PD needs

Strategic Development Groups | SDGs

PD for senior leaders, linking to areas identified in the Ofsted Education Inspection Framework

Team Network Groups | TNGs

Subject development groups for department heads and colleagues in central directorates

Other Professional Development

- ATTI Fellowships
- Specialised webinars
- Inquiry Questions, *our new PD model*

Professional Development at ATT: 04. The ATT Institute

Our ATT Institute is a dedicated team of colleagues that works hard to create a broad and impressive people development offer, facilitating quality training and networking across all our directorates. This helps our colleagues to stay focused on learning and developing as practitioners as they progress in their careers with our Trust.

Our Vision

We're committed to the very best people development, empower our stakeholders through equal learning opportunities and putting their needs first. We believe we are better together and value collaboration within and beyond our organisation.

Our Institute is a learning eco-system; leadership does not just come from the top but is stakeholder-led. Colleagues across all our directorates- not just teaching staff- help our Trust to transform lives through innovative education. Because of this, we all have a responsibility to engage with people development, ensuring that the education we provide is of the best quality it can be. ATT colleagues use their local leadership to develop and lead others beyond their immediate institution- even beyond our own Institute.

Research Design and Translation

Built into our institute's approach is the concept of *inquiry-based learning*. As part of our commitment to research-informed practice, our action research team contribute to the advancement of research in areas linked to our strategic improvement priorities. The team translates their findings to our development groups, helping to share best practice across our family of academies.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description



Library HLTA

As HLTA Library Lead, the successful candidate will work within The Hathaway Academy, working to instil a love of reading in pupils and to raise standards of reading ages throughout the academy.

Specific Responsibilities:

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the academy.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Recruiting pupil library assistants in liaison with the Pupil Leadership Lead, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Promoting reading and enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the Library to the whole academy community.
- Working and supporting pupils in the Library to develop a love for reading and improve reading ages.
- Assist pupils to complete their home learning in a home learning club within the Library
- To issue books and to discharge and shelve returned books.
- To assist teachers in selecting books and other learning materials to resource their curriculum.
- To organise events and activities to promote reading and encourage library use.
- To undertake Library administration, to maintain student borrower records and other statistical records, management of requests and reservations and notification of over-dues.
- To maintain library stock, including any collections of relevant newspaper and periodical articles or other ephemeral materials, in a fit condition for use.
- To prepare new books and other learning materials for library use, including cataloguing and classification and to repair damaged books where appropriate.
- To maintain a safe and stimulating library environment, including both supervising pupils' use of the library and creating displays etc.
- Assist pupils to make effective use of the library and other information sources by advising them on the selection and use of books.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed by the Principal.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.

06. Person Specification



Library HLTA

| Criteria | Desirable |
|-------------------------------------|--|
| Qualification Criteria | <ul style="list-style-type: none"> • Right to Work in UK • GCSE Mathematics and English (Grade C/4 or above) • A Level or equivalent qualification (desirable, not essential) |
| Experience | <ul style="list-style-type: none"> • Experience of working with young people • Experience of delivering activities and sessions for young people • Experience in use of all Microsoft IT platforms e.g. Excel • Awareness and understanding of best practice to ensure safeguarding and child protection. |
| Behaviours - Specific skills | <ul style="list-style-type: none"> • Strong written and oral communication skills • Ability to keep highly organised and work efficiently and effectively even when demands of the job are high • Able to establish good working relationships • An understanding of the importance of confidentiality and discretion |
| Personal characteristics | <ul style="list-style-type: none"> • Genuine passion and belief in the potential of every pupil • Resilience • An enthusiasm for working with young people • Helpful, positive, calm and caring nature • Able to follow instructions accurately but make good judgments and lead when required • Be prepared to work flexibly • Be motivated to continually improve standards and achieve excellence. |
| Other | <ul style="list-style-type: none"> • Commitment to equality of opportunity and the safeguarding and welfare of all pupils • Willingness to undertake training • This post is subject to an enhanced Disclosure and Barring Service check |

07. How to Apply

Library HLTA

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status:

37 hours per week, 38 weeks per year
term time only

Salary:

NJC 11-15 (£26,6687.00 to £28,492.00)
(Prorated: £22,349.29 to £23,877.91)



Closing Date:

12 noon, Monday 20th May 2024

Start Date:

As soon as possible



Interviews:

As and when applications are received



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