



# The Langley Academy Secondary Slough, Berkshire

Head of Year (Raising Standards Leader)  
Application Pack



# Contents

Thank you for your interest in the Head of Year post at The Langley Academy Secondary.

This pack contains:

- Letter to candidates
- Details about the Sponsor and The Annabel Nicoll Foundation
- Information about The Langley Academy Secondary
- Information about The Langley Academy Primary and the Parlaunt Park Primary Academy
- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact The Langley Academy Trust via the details below:

**Sarah Friend**

[sarah.friend@langleyacademy.org](mailto:sarah.friend@langleyacademy.org)

01753 214468

Deadline for applications:

Monday 16 October at 09:00

Interview date: Wednesday 18 October

If you wish to visit the academy prior to application then please contact Sarah Friend [sarah.friend@langleyacademy.org](mailto:sarah.friend@langleyacademy.org)

You can also visit our Trust website at:

[www.langleyacademytrust.org](http://www.langleyacademytrust.org)

Please take the time to review our Child Protection Policy:

[http://www.langleyacademytrust.org/documents/policies/trust/ChildProtectionPolicy\(TLAT\)\(February2017\).pdf](http://www.langleyacademytrust.org/documents/policies/trust/ChildProtectionPolicy(TLAT)(February2017).pdf)

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Dear Applicant

Thank you for your interest in The Langley Academy and the position of Head of Year/Raising Standards Leader. This is an exciting opportunity to join our very vibrant school community and work in a beautiful setting.

We are looking for someone who is highly committed, motivated, and resilient with a clear vision for the role. We need an individual who will contribute to the Academy's vision for the future, playing a pivotal role in going the extra mile to ensure that all students and staff achieve their very best.

At the Academy, we believe that students come to school to learn and achieve in order to live full and enriching lives. We want to empower them to contribute positively to their family, the community and the wider world. The staff, governors and trustees work hard together, along with parents and carers, to ensure that each of our students leave with a set of results of which they can be proud.

We place a strong emphasis on developing students' confidence through opportunities in and beyond the classroom so that they can develop their personal and academic interests. Teachers and support staff seek to meet the needs of all within a rich and balanced curriculum, underpinned by our strapline of Curiosity, Exploration and Discovery. In return, we expect all students to be fully prepared and active participants in their learning. An agreed and established set of ground rules based on respect allows everyone to get the best from lessons, activities and unstructured time.

We also believe in lifelong learning and dedicate time and resources to ensure high quality professional development is available to all. The staff are very enthusiastic and would warmly welcome all teachers with a passion for learning. Please come and visit the academy to truly understand what we are aiming to achieve and whether you would like to be a part of our journey.

Yours sincerely

A handwritten signature in black ink, appearing to read 'alison lusuardi', written in a cursive style.

Alison Lusuardi  
Headteacher of The Langley Academy

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Dear Applicant

I am delighted that you are showing an interest in the Head of Year/Raising Standards Leader position here at The Langley Academy Secondary. I want to set out the reasons why we think it is so exciting. The Multi-Academy Trust (MAT) encompasses The Langley Academy Secondary, The Langley Academy Primary and Parlaunt Park Primary Academy. Our vision is to ensure we provide an outstanding education for every child in the Trust through high aspirations and quality learning through curiosity, exploration and discovery. By 2021, when The Langley Academy Primary has a full complement of year groups, we will have approximately 2,500 students and 350 staff working in the Trust.

We are looking for someone who is looking to be part of this vision. The Trust is in its fourth year and therefore very much still in its infancy and the continued development of an appropriate infrastructure is vital if we are to meet our strategic objectives. Both Primaries will be the main feeder schools with right of entry as part of the admissions policy. This means that the curriculum, assessment and pedagogy will be developed as a Trust to ensure our young people make rapid progress throughout.

A significant advantage of our approach is the capacity to provide outstanding in-house CPD as we will have excellence in each academy that can support professional development for those starting their careers or for those wishing to gain further responsibility. This capacity is further enhanced by understanding the significant resource the student body provides. Students in the secondary develop programmes of study for their careers whilst providing an invaluable service at each Primary. This might take place through the Duke of Edinburgh programme, our community service programme or the Child Development NVQ. In essence an academy improvement programme 'on tap' for each academy in the Trust. This will also give us the ability for each academy to respond to problems quickly. For example, staff across the Trust are able to lead on INSET days allowing us to access best practice.

One of the greatest qualities of the Trust is the Sponsors. Having worked with them since my appointment as Principal of The Langley Academy in April 2012, I cannot praise them highly enough. Annabel Nicoll is the Sponsor of the Trust. She has boundless energy and enthusiasm all directed at giving youngsters a better life. As a result of her work, students here have quite simply been afforded opportunities that many young people elsewhere in the country just would not get. The successful applicant will be able to draw on this support and networking opportunity to develop their own career and importantly offer a better education for the young people.

We are aspirational and want to be the best MAT in the country with each school rated outstanding as soon as possible. We believe the economies of scale, the cross-phase opportunities for students and staff development, the ability to respond to each other's needs quickly and the 'can do' approach to everything we do, will make the working environment simply extremely exciting.

Yours sincerely



Rhodri Bryant  
Executive Principal of The Langley Academy Trust

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## About the Sponsor and the Trust

**The Annabel Arbib Foundation** is a registered charity. Originally named The Arbib Foundation it was established in 1987 to support the philanthropy of Sir Martyn Arbib and his direct family. The Foundation provides charitable donations and financial support to organisations and causes around the UK with a focus on the Thames Valley. The Foundation took a leading role in establishing the River & Rowing Museum in Henley-on-Thames which opened in 1998 and attracts over 100,000 visitors per year. The Foundation continues to be the main sponsor of the educational side of the museum.

The other principal beneficiary of the Annabel Arbib Foundation is The Langley Academy Trust. The Foundation is the sponsor of the Trust, created through Department for Education's Academies Programme, and The Langley Academy opened in September 2008.

In 2015 Sir Martyn Arbib retired as Chairman of The Arbib Foundation and his daughter Annabel took up the Chair and uses the Foundation, which has been renamed The Annabel Arbib Foundation, to support her own philanthropy continuing the focus on The Langley Academy Trust. In September 2016, Oona Stannard became our new Chair of the Trust, allowing Annabel time to focus on the things she really wants in the Trust, working and talking with children. Oona comes with a wealth of experience in the education sector as do a majority of our Trustees and Governors, indeed this is a real strength. You can find out more about the team on our website.

**The Langley Academy Trust** is a unique Trust that serves the young people of Langley, Slough and further afield. Our Trustees are a Board of interesting and experienced professionals who bring energy, enthusiasm and wisdom to their role. They share the ambitions of the Trust senior leaders to achieve the best possible outcomes for all children and students within the Trust.

**The Langley Academy Primary** is a three-form entry Free-School, sponsored by The Langley Academy Trust. It opened in September 2015 with 90 very excited Reception children and parents; the intake will grow year on year until it reaches capacity of 630 children in September 2021. In September 2016, we opened the new build which now serves 2 year groups with 180 children in total and an ever increasing nursery.

The Trust's strong vision, high aspirations and determination to succeed in providing an outstanding education for children in the community are clearly evident throughout The Langley Academy Primary's positive learning environment. Our supportive ethos, child-centred approach, rich curriculum based on first-hand experiences have ensured children are confident, independent learners, displaying Curiosity, Exploration and Discovery.

Although still in our early days, we have received very positive feedback from our latest DfE monitoring visit in March 2017 and the Local Authority Early Years Team. The visits confirmed the Trust's review of the school and highlighted that the likely judgment in any future Ofsted inspection would be outstanding.

Throughout their growth period, under the guidance of The Trust and by working closely with Parlaunt Park Primary Academy, The Langley Academy Primary looks forward to shaping a new 21<sup>st</sup> Century Educational Experience.

**Parlaunt Park Primary Academy** is a popular school with recently modernised buildings that converted to a sponsored Academy within The Langley Academy Trust in September 2014.

Parlaunt Park Primary Academy caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. Major works were undertaken to enlarge its buildings following an expansion to a three-form entry school in 2009. The school has 635 children on roll plus a part time 39 fte Nursery provision.



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The pupils come from diverse ethnic backgrounds which is typical for Slough, with the major groups being White British, Indian and Pakistani. There are smaller proportions of pupils from a wide range of other minority ethnic groups including Eastern European as well as a small group of Traveller children. The proportion of pupils with learning difficulties and/or disabilities is average. Just over a third of pupils speak English as an additional language. The proportion of pupils known to be eligible for free school meals is average. There is a breakfast and an after-school club.

Every child who attends Parlaunt Park Primary Academy is viewed as unique and treated as such. Children are encouraged to become independent thinkers with a love for life and learning. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at Secondary School and beyond.

Parlaunt Park Primary Academy has developed holistically since it joined the Trust in September 2014. The curriculum has been honed to reflect the learning needs of the children and the strengths of the staff. RWI and T4W [Read Write Inc/Talk for Writing] are two key components of our literacy pathway. The wider curriculum is under review with both The Langley Academy Primary and Parlaunt Park Primary Academy embarking on an exciting journey over the next six years to map a new Primary curriculum and educational direction for the children encompassing first hand experiences, based on a thematic approach to learning and linked to visits and journeys and encompassing Museum Learning.

## About The Langley Academy Secondary

The Langley Academy is housed in an iconic building, and bases its curriculum model on curiosity, exploration and discovery. We specialise in Science and strive to be at the forefront of Science education. We pioneer the use of museum learning and have developed links with national and regional museums to add an external dimension to learning. We aim to become a centre of excellence for sports, notably rowing and cricket. We have won our first rowing competition on the water and we have several National and European indoor champions. We are the only state school that runs an MCC Foundation Hub to spot cricket talent in Slough. At the heart of our vision, we aim for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. You will see this in our building. We aspire to instil traditional values and promote respect for other beliefs. We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In our most recent Ofsted inspection in February 2013, The Langley Academy was rated “good with outstanding elements”. The Ofsted report states that:

*The main reason why achievement is good is because the majority of teaching is typically good and sometimes outstanding, and it is well matched to the needs of most students. Students have outstanding attitudes to learning. Behaviour is excellent. Relationships throughout the academy are extremely positive and this ensures that the academy is a calm, purposeful environment in which to learn. The sponsors’ vision permeates all aspects of academy life and the Executive Principal, Headteacher, Leadership team and those who lead subjects and house groups are relentless in driving improvement.*

We recognise this report is 4 years old but the above statement remains very accurate today.

Our results in each Key Stage are strong. At KS4 we achieved 67% A\*-C including English and Maths with a progress 8 score of +.22 placing us in the top 20% of schools. KS5 results were ALPS 3 in 14/15 with a slight dip in performance in 15/16 although we are confident we will move back to our high standards this year. Overall our VA data for the last 4 years have been sig+ with 9 out of the 18 KPI as significantly above the national average. You will be able to find out more about our results and trends if you are invited for interview.

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## Benefits of working across the Trust

- We have a Wellbeing Group who meet on a regular basis. The group consists of teaching and non-teaching staff. Staff Wellbeing is very important to us.
- We have a generous Staff Absence Policy that reflects strong staff attendance and a can-do attitude
- Access to a weekly CPD programme that includes various Leadership programmes eg Across the Trust, NPQH, NQSL, NPQML
- A subsidised Christmas Party is offered to all staff across the Trust.
- Flu vaccinations are offered every autumn to all staff across the Trust.
- PPA periods are on timetables and cannot be used for cover purposes.
- We have 4 Cover Supervisors reducing the amount of cover required by teachers.
- A very strong Behaviour for Learning Policy in place supports staff. Poor behaviour is not tolerated.
- A generous contribution is made towards pensions.
- Enhanced sick pay arrangements.
- Free car parking.
- Lunch provided for staff on INSET days.
- Working in a very modern environment.

## Job Description

### **Post held**

Raising Standards Leader / Head of Year

### **Salary/Grade**

L2 – L7

### **Purpose of the job**

To provide professional leadership and management for one year group team to support high quality teaching, effective use of resources, and high standards of learning and achievement for all students.

To assist the Headteacher and Leadership Team in the overall management and development of the academy. This will include the leadership of a whole school project every year.

### **Reporting to**

Directorate

### **Liaising with**

Headteacher, Directorate, Leadership Team, Heads of Faculty, Raising Standards Leaders, Heads of House, SENCO, Subject Leaders, Student Support Managers

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## **KEY FUNCTIONS**

- To lead all aspects of Year Group activity within the overall educational aims of the academy
- To monitor student progress, behaviour and attendance across subject areas, and to work closely with tutors to improve student achievement
- To organise and manage a Year Tutor Group system
- To lead tutors in the development and delivery of the tutor programme
- To be the focal point for parental contact for the year group with the academy, other than regarding specific subject areas
- To teach subjects and classes as required by the Principal
- To support the Leadership Team in the running of the academy
- To line manage a Head of House

## **SPECIFIC RESPONSIBILITIES**

***The main responsibilities of the post are to:***

- regularly monitor student progress within the Year Group and find ways of improving their learning across subject areas
- analyse and interpret relevant national, local and academy data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
- use data effectively to identify students who are underachieving in the Year Group and create and implement effective plans of action to support those students to make rapid progress
- manage systems for target setting and the use of action plans within the Year Group
- work with the SENCO and other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs
- be responsible for the maintenance of all appropriate records including students' individual files and records
- monitor the setting and completing of homework for the Year Group
- be responsible for maintaining a very high standard of behaviour within the Year Group by enforcing the agreed academy expectations concerning dress, behaviour, attendance and



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discipline

- patrol corridors and visit lessons on a daily basis to ensure a high standard of behaviour around the academy site
- monitor student behaviour data on a regular and frequent basis (at least weekly) and work with the Student Support Managers to devise appropriate strategies for students who exhibit challenging behaviour
- lead the implementation of the Attendance Policy within the Year Group, supervising attendance and punctuality - checking attendance registers at least once a week, checking reasons for absence, truancy and punctuality and issuing notes to parents according to the pattern established by the Principal
- work closely with the behavioural team to monitor and improve student attendance
- work closely with students to create a distinctive Year Group ethos, in which students are active participants
- encourage participation and assist with the monitoring of student involvement in whole-academy activities
- work closely with the Academy Director to develop the academy's support structures
- lead a team of Year Tutors and develop their pastoral skills through meetings, discussions and INSET
- liaise with parents as a senior point of contact in matters relating to student support including matters of academy policy, welfare and general problems arising with any particular student
- work with the other Raising Standards Leaders to organise and assist with parents' evenings
- liaise closely with outside agencies such as social services, police liaison officers and medical staff
- circulate and collate information for students' interviews or reviews with external agencies, directing preparation of reports and references - including confidential court/social service/medical reports
- co-ordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly, and check that action is taken where and when necessary
- contribute to liaison with partner primary schools, careers staff, local industry and the community, under the guidance of the Academy Director
- under the guidance of the Academy Director, liaise with Heads of Year 6 in the partner primary schools to make arrangements for, and participate in, the transfer of students including the interview of incoming parents and students, and representing the academy at meetings of primary school parents (Year 7 only)

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- liaise with the other Raising Standards Leaders and the Academy Director to organise students into tutor groups for Years 7 – 11
  - ensure that the Year Notice Boards are properly used and cared for
  - organise and deliver high quality year assemblies according to the pattern established by the Leadership Team
  - be responsible for any Year funds
  - prepare for and attend Raising Standards Leaders meetings
  - attend and participate in regular meetings and participate in training and other learning activities, as required
  - take part in the academy performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee
  - actively support and participate in the museum learning programme
  - actively support and participate in the link school arrangements with Eton College
  - contribute to the writing of the Academy Improvement Plan, to include staff development and training implications
  - undertake any other tasks as reasonably required by the Executive Principal and Head of School

## Person Specification

The items indicated by SS should be covered in the candidates supporting statement with evidence of how the criteria have been demonstrated. The Langley Academy Trust is committed to safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment.

Qualifications and experience	Essential	Desirable	How tested
QTS, Degree or equivalent teaching qualification	✓		SS/Ref
Evidence of continuing career development	✓		SS/Ref
Safeguarding Training	✓		SS/Ref/FI
Effective teaching, learning and assessment	✓		SS/Ref
Successfully implementing strategies to improve teaching, learning and raising standards	✓		SS/ Ref/FI

Professional Experience	Essential	Desirable	How tested
A first class teacher with at least 2 years successful experience (all ability 11 – 18 age range)	✓		SS/Ref/Activity
Proven track record in raising standards of student achievement	✓		Activity/FI
Experience of managing a delegated budget		✓	Activity
Experience of understanding and managing student behaviour	✓		Activity
Experience of constructive cooperation with parents and governors	✓		Activity
Leading/managing a whole academy initiative/whole academy change	✓		SS/Ref/FI
Experience in the use of ICT as a management tool (eg SIMS)	✓		SS/Ref

Professional Knowledge & Understanding	Essential	Desirable	How tested
Strategies for raising student achievement	✓		FI/ Activity
Effective practice and approaches to teaching and learning	✓		FI/Activity
How to lead whole academy improvement, management and change	✓		FI/ Activity
Current educational trends and thinking	✓		SS/FI/Activity
Evaluating evidence to inform decisions	✓		SS/FI/ Activity
Academy performance review and self-evaluation processes	✓		SS/FI/Activity
How to use data and information to effect academy improvement	✓		SS/FI/Activity
Ofsted framework for school inspection/self-evaluation	✓		FI/Activity
Effective working relationships with outside agencies		✓	FI/Activity

<b>Personal Qualities and Skills</b> <b>Ideally, we are looking for someone who:</b>	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors	✓		FI/ Activity
Has passion and believes that every student can succeed at The Langley Academy Trust	✓		FI/ Activity
Has a cup half full, positive, can do, solution focused attitude	✓		FI/ Activity
Has the ability to think strategically with imagination, vision, creativity and originality	✓		FI/ Activity
Is able to use ICT confidently	✓		FI/ Activity
Is reflective, self-critical, motivated and ambitious	✓		FI/ Activity
Is an effective communicator and presenter	✓		FI/ Activity
Possesses excellent inter-personal skills	✓		FI/ Activity
Can make tough decisions whilst bringing staff on board	✓		FI/ Activity
Has a life outside academy	✓		FI/ Activity
Has a fantastic sense of humour	✓		FI/ Activity
Can plan, organise and delegate effectively	✓		FI/ Activity

<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
<p>Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by;</p> <p>treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</p> <p>having regard to the need to safeguard students' well-being, in accordance with statutory provisions</p> <p>showing tolerance of and respect for the rights of others</p> <p>not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</p> <p>ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		FI/ Activity
Staff must have a proper and professional regard for the ethos, policies and practice of the academy and maintain high standards in their own attendance and punctuality	✓		FI/ Activity
Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities	✓		FI/ Activity

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- SS – Supporting Statement
  - Ref – Written references
  - FI – Formal interview
  - Activity – Selection of activities

## How to apply

Please send your completed application to:

Sarah Friend  
The Langley Academy Trust  
Langley Road,  
Langley,  
Berkshire, SL3 7EF

Or email it to:

[sarah.friend@langleyacademy.org](mailto:sarah.friend@langleyacademy.org)

If you wish to visit the Academy prior to application then please contact Sarah Friend on the above email address.

Closing date: Monday 16 October 2017 @ 09:00

Interviews: Wednesday 18 October 2017

*References will be sought when we shortlist. Your application will be treated in the strictest confidence.*

*The Arbib Foundation and The Langley Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. LAT is an equal opportunities employer.*

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