

A woman with long dark hair in a ponytail, wearing a black headset, is seen from behind, working at a computer. The background shows a blurred computer screen with various icons.

Information for applicants: Expectations for Learning Administrator

WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

All will succeed

I am delighted to be the (interim) Chief Executive for ESSA Academy Trust.

I have worked with Northern Education Trust (NET) for ten years, firstly as a Principal, then advancing through the roles as an Executive Principal, having responsibility for 3 schools in the North East, to position of Senior Executive Principal, with the responsibility of overseeing 7 schools (including Kearsley and Kirk Balk in the North West).

The strands for which I hold responsibility within NET are Curriculum and Assessment as well as Teaching and Learning.

I hope you will want to be part of the Essa team and help us ensure that 'All will succeed'.

Andrew Jordan, (Interim) CEO of
Essa Foundation Academies Trust



THE TRUST

The Essa Foundation Academies Trust currently sponsors two academies:

- **Essa Primary School, age 4-11.**
- **Essa Academy, age 11-16.**

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision.

Essa Academy was inspected in October 2021 and judged to be a good school in all areas.

Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well.'

'They listen attentively during lessons and they follow teachers' instructions carefully.'

'No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception.'

'Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'



Essa Academy (October 2021)

'Essa Academy is a community underpinned by a culture of tolerance and respect.'

'Without exception, every pupil who spoke to an inspector said that they are proud to attend Essa Academy.'

'Teachers have high expectations.'

'Across the school, all pupils achieve well.'

'Leaders have created a strong and purposeful learning environment.'



VISION & VALUES - *All Will Succeed*

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

Developing decent people:

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion; people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for all:

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on attitude:

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in sharing:

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success.

What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.



ESSA FOUNDATION ACADEMIES TRUST

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website www.efatrust.org

Essa Primary School

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.



Essa Academy

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more. Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.



Essa Education Ltd is a wholly owned subsidiary of **Essa Foundation Academies Trust**.

The Post

Essa Academy are seeking to recruit a dynamic, talented and resilient Expectations for Learning Administrator who believes that all students can succeed. The successful candidate will be an integral part of the wellbeing team and will work closely with the Senior Leader for PDBA on the successful administration of the expectations for learning system.

Resilience, passion and a meticulous nature are the characteristics we are looking for in this role. This role requires a dedicated professional who is willing to go above and beyond in the implementation of systems and must have the ability to prioritise the high expectations of behaviour and learning we hold at the academy. The Expectations for Learning Administrator will work as part of the wellbeing team, supporting the effective operation of the expectations for learning on a day to day basis in the academy.

The successful candidate will have high expectations and a keen eye for detail in the administration of the expectations for learning system. They will have excellent communication and interpersonal skills. It is crucial that the candidate is resilient and approachable as they will be dealing with students with a range of complex needs. The Academy's ethos of 'All Will Succeed' will be upheld through high standards and a commitment to achieving excellent results for our students.

The hours of work are 37 per week, during term time plus 10 days. The salary is paid at Grade C SCP 4-6 £20,196- £20,876 per annum actual (£23114- £23893pa FTE)

Closing date: Monday 18th March 2024

Interviews: Thursday 21st March 2024

Start date: ASAP

Essa Foundation Academies Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

In accordance with Keeping Children Safe in Education 2023, an online search will be completed on all candidates successful at interview. Any relevant information will be discussed further with the applicant before confirming their appointment.

JOB DESCRIPTION

Post:	Expectations for Learning Administrator - Support
Department:	Wellbeing
Responsible to:	Senior Leader - PDBA
Terms:	Support Terms
Salary:	Grade C

Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

JOB PURPOSE

Under the direction of senior staff, co-ordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.

JOB SUMMARY

1. To be a first response for everyday student problems
2. To investigate reported incidents of poor behaviour
3. To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the academy and home
4. To liaise with the relevant staff on actions to be taken
5. To administer appropriate sanctions
6. Supporting parents and students in crisis, liaising with identified personnel
7. To arrange for units of work and/or specific skills development with individual students to be provided
8. To monitor the behaviour and progress of these students.
9. Organise and provide appropriate work and supervision to these students, and be responsible for them until an appropriate member of staff is available.
10. To co-ordinate C5s, liaising with parents, students and staff.
11. To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues.
12. To provide information, reports and analysis on student behaviour.
13. To maintain the Expectations for Learning Room to ensure it provides an appropriate environment for students.
14. Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with.

15. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. Be aware of, support and ensure equal opportunities for all.
17. Contribute to the overall ethos/work/aims of the academy.
18. Assist and support the role of other professionals.
19. Attend and participate in relevant meetings as required.
20. Participate in training and other learning activities and performance development as required.
21. Assist with student needs as appropriate during the academy day.
22. To comply with the academy's Safeguarding Procedures, including regular liaison with the Designated Safeguarding Person over any safeguarding issues or concerns.
23. To comply with academy's policies and procedures at all times.

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Trust's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all EFAT HR related policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Essa Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date:

Essa Academy

Post: Expectations for Learning Administrator

PERSON SPECIFICATION

		Assessed by:	
Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS			
5 GCSE's or other equivalent qualifications at grade C/4 or above, including English and Maths	E	✓	
Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	
EXPERIENCE			
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓	✓
Experience of using Microsoft Office and Excel packages	E	✓	✓
Experience of supporting with parents in relation to behaviour concerns	E	✓	✓
Experience of working in the school's sector	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE			
Excellent communication and listening skills	E	✓	✓

		Assessed by:	
Categories	Essential / Desirable	App Form	Interview / Task
Excellent organisational skills and time management, to ensure that all the stages of the Consequences system are completed and followed systematically	E	✓	✓
The ability to operate with absolute discretion and confidentiality at all times	E	✓	✓
Ability to build effective working relationships with students and colleagues at all levels	E	✓	✓

The following criteria are applicable to all employees of Essa Foundation Academies Trust

Personal Attributes		E	D
•	Ability to promote a positive ethos and role model positive attributes	✓	
•	Effective team player	✓	
•	Sensitive to the needs of others	✓	
•	Good listening, oral and numeracy skills	✓	
•	Ability to successfully organise time and successfully work to deadlines	✓	
•	Awareness of own development needs	✓	
•	Person of integrity	✓	
•	A good sense of humour	✓	
Valuing Diversity			
•	Listen, support and monitor the diverse contributions made to service development without prejudice	✓	
•	Challenge behaviours and processes, which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour	✓	

•	Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	✓	
Customer Care			
•	Listen and respond to children/young peoples needs, seek out innovative ways of consulting and engaging with them	✓	
•	Network with others to develop services for the benefit of the children/young people.	✓	
Developing self and others			
•	Coach and mentor others and be willing to share learning and encourage others to do the same	✓	
•	Listen to others and respond to their needs	✓	
•	Apply a range of development activities to develop and train staff	✓	
•	Strive for improvement and take responsibility for own development	✓	
•	Be self-confident and lead by example	✓	
Work related circumstances			
•	Essa Foundation Academies Trust and all its schools and Academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.	✓	
•	All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary.	✓	

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you

would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies pages of our Academy websites:

Essa Academy <https://www.essaacademy.org/vacancies>

Essa Primary <http://www.essaprimary.org/current-vacancies>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to: Martin Knowles, EFAT, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: hr@efatrust.org**
