



# Lynch Hill Enterprise Academy

Associate Assistant Headteacher -  
Year 7 Co-ordinator  
Application Pack



# Contents

Thank you for your interest in the post of Associate Assistant Headteacher - Year 7 Director of Studies at Lynch Hill Enterprise Academy

This pack contains:

- Letter to candidates
- Information about Lynch Hill Enterprise Academy  
Details of the Slough and East Berkshire Multi Academy Trust
- The job description and person specification

We hope that you find the pack informative. If you do have any further questions, please contact Lynch Hill Enterprise Academy via the details below:

**Amy Martin**  
Headteacher's PA  
[a.martin@lhea.org.uk](mailto:a.martin@lhea.org.uk)  
01753 941326

You can also visit our website at  
[www.lhea.org.uk](http://www.lhea.org.uk)

Closing date: 12 March 2021

Interview dates: w/b 22 March (we reserve the right to interview promising candidates prior to this date if applications are received early)

If you wish to visit the Academy prior to application then please contact Amy Martin - any visits will be within the restrictions imposed by Covid at that time.

We are a school that places the safeguarding of all students as our number one priority. Please take the time to review our Child Protection & Safeguarding Policy:

<https://www.lhea.org.uk/information/policies/>

---

Dear Applicant

Thank you for your interest in this post at Lynch Hill Enterprise Academy. This is an exciting opportunity to join our rapidly improving school community. We can offer a supportive setting that will provide further opportunities for development as the school continues to grow and improve. The school is expecting its first Ofsted inspection in the next academic year, following its move to join the Slough and East Berkshire Multi Academy Trust (SEBMAT) at which point it received a re-designation as a 'new school'.

A typical Lynch Hill member of staff is someone who is highly committed, motivated and resilient, with a clear focus on improving the life chances of all young people. We firmly believe that high achievement for each and every student is our shared responsibility. Our school community celebrates excellence and enables students to flourish as happy, successful individuals who achieve their best in all they do. It is a special place to work!

If you have enthusiasm and energy and want to be part of our dynamic culture working to ensure:

- teaching and learning engages and challenges
- our students' aspirations are raised
- our students are happy, supported and motivated

then I would be pleased to receive your application. Together with your completed application form, I would also request an accompanying letter of no more than two sides of A4 outlining your previous experience and how you would fulfil the role. Within this letter, please detail examples of your successes, especially how you have impacted positively on results and life chances for young people, within your teaching career.

Yours faithfully



Chris Thomas  
Headteacher



---

## The School

Lynch Hill Enterprise Academy is a free school which opened in September 2014. We moved into our new building in April 2017 and, in January 2019, Lynch Hill became part of the Slough and East Berkshire Multi Academy Trust. There are approximately 730 students on roll and this will increase further in September 2021, as a fully subscribed Year 7 replaces a smaller Year 11.

We are fortunate to have a new building, which provides an outstanding learning environment in which to deliver both an exciting curriculum and broader learning opportunities. The school was first inspected in June 2017 at which it was found to be inadequate. Significant improvements had been made by the first monitoring visit in June 2018, where the inspector noted:

*"...teachers' expectations for pupils' behaviour and attitudes were consistently high. Pupils conducted themselves well and spoke respectfully both to each other and to the adults around them."*

The school became a 'new school' in the eyes of the DfE and Ofsted when it joined SEBMAT on January 1<sup>st</sup> 2019 and so we are expecting our 'first' Ofsted in the near future. July 2019 marked the first set of GCSE results for the school and I was delighted at the achievements of our students. Our Progress 8 compares favourably with the other non-selective schools in the borough of Slough and nationally. The impacts of Covid-19 have been frustrating for the school because it has reduced the pace of our development and also external validation of last year's GCSE results which we expected to show further improvement on those from 2019.

The school underwent a review, led by Roy Blatchford CBE, in 2019 in which he described it as a 'success story waiting to happen' .... Covid-19 has slowed that progress and it is now time to drive improvement forward at pace for our students.

At Lynch Hill Enterprise Academy our curriculum intent is deliberately designed to reflect all aspects of school life, not just that which happens in the classroom and is guided by these three important aims:

**Aspire:** To be the best you can be.

**Achieve:** High achievement is the shared responsibility of all.

**Succeed:** To aim for success in academic, personal and future work life, and for this aim to be a personal and collective endeavour.

I would urge you to visit this wonderful school and see for yourself what makes Lynch Hill such a special place to work.

---

## The Trust

Lynch Hill Enterprise Academy is a member of the Slough and East Berkshire C of E Multi Academy Trust (SEBMAT). SEBMAT includes both primary and secondary schools, which may have a Church of England link, but this does not prevent non Church of England schools from joining the Trust. SEBMAT supports schools to achieve very effective education with high levels of performance through coaching, sharing good practice and helping to secure good value for money.

### SEBMAT values

We fully subscribe to the National Society's determination since 1811 that the education we offer as Church of England schools does not depend on the background of the pupil but on a profound investment in their character and in the sparking of their aspiration. Every pupil will be encouraged to respect and honour their similarities and their differences as well as achieve success and be a positive contributor to the local and wider community. Schools joining SEBMAT will be expected to commit themselves fully to open, honest and transparent collaboration that aims to help every pupil in the Trust to achieve the highest standards.

SEBMAT aims to provide:

- School improvement and has a track record of success
- Excellence in leadership
- Sustained momentum across the improvement journey
- Curriculum innovation
- Standards monitoring, data analysis and trend information
- Links to local, national and international groups
- Facilitated school-to-school networks, coordinating and brokering expertise
- Excellent staff by attracting the best to the Trust and by providing good development opportunities
- Excellent financial management and value for money

---

### **Details of vacancy – Associate Assistant Headteacher – Year 7 Director of Studies**

We are offering an exciting opportunity for an enthusiastic, innovative and experienced middle leader to join the extended leadership team in this new post of Associate Assistant Headteacher – Year 7 Director of Studies. The post has been created to lead the creation of a distinct Year 7 experience for students at Lynch Hill Enterprise Academy, one that includes a first-class transition programme and establishes Year 7 in the ethos of Lynch Hill Enterprise Academy.

#### The Year 7 profile

Lynch Hill Enterprise Academy currently receives its students from over 20 feeder schools with 6-7 main Primary schools within this group. The historical development of the school which included a relocation from the initial site planned for the school has meant that there has been some change in the main catchment areas but that is settling down and it is the right time to focus on developing what will become a first-class Year 7 experience for students who choose Lynch Hill Enterprise Academy.

There are several key elements to establishing this new identity for our Year 7:

- Improved links with the feeder schools to improve the detail of communication and flow of information
- Improved links between core subject areas (English, maths, science) to ensure that the Year 7 curriculum is appropriately challenging and builds on prior learning
- Addressing the lower than average literacy (especially reading) levels that Year 7 students at LHEA have
- Establishing a vision and ethos for Year 7 which compliments that of the school overall but which also focuses on an effective transition process

The role will be paid on the Leadership Scale and the person appointed will become a member of the extended leadership team. The teaching load will reflect the nature of the role and requirements to work closely with the Primary schools.

This is an exciting opportunity for an existing Head of Year or Curriculum Leader with pastoral experience to move into senior leadership.

---

**Job description: Associate Assistant Headteacher: Year 7 Director of Studies**

**Salary**

The post holder will be paid on the leadership scale L5-9 (London Fringe)

**Line of responsibility**

The post-holder is directly responsible to the Assistant Headteacher in charge of Transition.

**Job content**

**Strategic purpose**

- To lead and develop the academic and pastoral progress of Year 7.
- To work collaboratively in creating a shared vision and strategic plan for Year 7 which ensures a successful transition for all students into Lynch Hill Enterprise
- To ensure that Lynch Hill Enterprise Academy provides an optimal learning environment for all students, so as to maximise the personal, social and academic progress of every individual; and to establish and maintain systems to nurture high achievement in all its forms
- To develop high quality relationships with main feeder schools which supports the Year 7 strategic plan and promotes Lynch Hill Enterprise Academy as a school of first choice amongst our communities
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development

**Core responsibilities**

- Establish and maintain an holistic overview of the pastoral, behavioural and welfare needs of the Year 7 cohort
- Oversee a programme of induction into the school
- Liaise with Feeder Primary Schools to be aware of individual and group issues within the new year group
- Identify and seek to support vulnerable students through the process of transition (to include transitional mentoring, when necessary).
- Lead the interview, placement and induction for new students
- Co-ordinate and facilitate links between the Feeder Primary Schools and Subject Leads at Lynch Hill Enterprise Academy to ensure that the Year 7 curriculum is appropriate to the needs of the students
- To provide professional leadership to a group of Form Tutors and other colleagues so as to set the tone for the Year group and model the Lynch Hill Enterprise Academy ethos.
- To ensure student progress, achievement and wellbeing are monitored so that appropriate support, guidance and challenge is provided throughout, including transition into and out of Year 7

- 
- Promote the involvement, integration and inclusion of all students in Year 7 particularly students needing Learning Support, identified as Gifted, in a vulnerable group or with other individual needs
  - Together with the Assistant Headteacher responsible for Year 7, present the July Parents' Evening for the incoming Year 7 cohort and the Autumn Term Welcome Year 7 Parents' meeting.
  - Be responsible for regularly reviewing the attendance and punctuality of students:
    - identify students whose attendance and/or punctuality give cause for concern;
    - communicate and liaise with parents, as appropriate;
    - negotiate and co-ordinate strategies to improve the attendance and/or punctuality of those student;
    - monitor improvement.
  - Liaise, in consultation with the Assistant Headteacher for Attendance, Designated Safeguarding Lead, and / or Deputy Headteacher (Pastoral) with external agencies on matters of student welfare and attendance, sharing information with all relevant colleagues, as appropriate.
  - Attend Case Conferences called by external agencies with regard to any student in the Year Group.
  - Manage recognition and reward systems to acknowledge and promote caring contributions to the school community, good attendance and behaviour.
  - Be responsible for regularly reviewing the behaviour of students:
    - identify students whose behaviour gives cause for concern;
    - refer these students to the CSI meeting / Behaviour Team;
    - communicate and liaise with parents, as appropriate;
    - negotiate and co-ordinate strategies to improve these students' behaviour and monitor improvement.
  - Lead the work of the Year 7 Pastoral manager
  - Lead weekly Year 7 assemblies
  - Lead Year 7 Tutor Team meetings
  - Organise and lead personal development events for the year group
  - Coordinate and quality assure the delivery of the tutorial curriculum

**Person Specification - Associate Assistant Headteacher: Year 7 Director of Studies**

	Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Qualified teacher status in the UK</li> <li>▪ Evidence of further qualifications</li> </ul>	<p>√</p>	<p>√</p>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>▪ Successful classroom teacher</li> <li>▪ Successful Ofsted experience</li> <li>▪ Knowledge of strategies to support and improve standards of behaviour</li> <li>▪ Knowledge of the National Curriculum and appropriate interventions for pupils to achieve success</li> <li>▪ Excellent time management and organisational skills</li> <li>▪ Excellent interpersonal and communication skills, both written and spoken</li> <li>▪ Ability to work independently, take initiative and manage change</li> <li>▪ Competent ICT skills</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Experience of having led and managed a team of people</li> <li>▪ Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage</li> <li>▪ Experience of having led, or significantly contributed to, the success of a whole school initiative</li> </ul>		<p>√</p> <p>√</p> <p>√</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>▪ High quality communication skills</li> <li>▪ A sense of humour</li> <li>▪ A flexible and adaptable approach</li> <li>▪ A desire to continue to learn and develop within the professional role</li> <li>▪ The ability to manage and motivate others to perform and develop</li> <li>▪ Resilience and determination to be successful</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	

---

### **How to apply**

Please complete the attached form to apply for this position responding to the questions and adhering to the word limits for each section.

Applications should be returned to [vacancies@lhea.org.uk](mailto:vacancies@lhea.org.uk) no later than **12.00 noon on Friday 12<sup>th</sup> March 2021**.

If you would like to discuss the role in more detail or for an informal conversation about the role and your suitability, please contact Amy Martin who will arrange a discussion with the Headteacher.

### **Equal Opportunities**

Lynch Hill Enterprise Academy will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependents.