APPLICANT PACK

EXAMINATIONS MANAGER
Harris Academy Chobham

Grade 6 Point 17 (Inner London) £34,239.00 (FTE) + Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Pension Scheme (LGPS) + Additional Harris Benefits

START DATE: SEPTEMBER 2024
(JULY & AUGUST START ALSO CONSIDERED)

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3747 6060 or info@chobhamacademy.org.uk

ABOUT HARRIS ACADEMY CHOBHAM

Harris Academy Chobham opened in 2013 as part of the highly successful Harris group of Academies. Our 3-18 'all-through' Academy is a world class educational legacy of the 2012 Olympic and Paralympic Games. Situated within the East Village complex in Stratford, Harris Academy Chobham serves a new community of 3000 homes along with established communities in Newham. In July 2015, Harris Academy Chobham was graded as Outstanding in every category by Ofsted.

Stratford is one of the most rapidly developing parts of London. As well as new housing, and the Olympic legacy sports facilities, the area is becoming home to some of the country's leading cultural organisations including additional locations for Sadler's Wells Theatre and the V and A Museum. These organisations form part of the exciting arts quarter quickly growing in the area.

High tech industries in computing and robotics are also to be found locally as this progressive industrial sector takes root in east London. Universities including University College London (UCL) are at the forefront of this innovation.

Harris Academy Chobham Academy is keen to further develop relationships with these new organisations (along with well-established local centres of excellence like the renowned Stratford Theatre).

We are also very fortunate to have superb transport links making Stratford one of the most easily accessible parts of London. Harris Academy Chobham Academy is 15-minute walk from Stratford underground station (10 minutes into the City of London on the Central Line) and five-minute walk from Stratford International station (a six-minute journey from St. Pancras). There is also a DLR station at Stratford International.

Harris Academy Chobham is a vibrant, culturally diverse and happy inner-city community. Our students come from a wide range of backgrounds bringing with them a breadth of talents and experiences. Harris Academy Chobham students are friendly, welcoming and eager to learn. They are ambitious to make the most of their abilities both at school and beyond. Our students have enormous potential and respond enthusiastically to their teachers.

We also have a fantastic staff team with a great blend of youth and experience. Harris Academy Chobham staff are committed to our students and to supporting and learning from one another. There is an outstanding professional development programme across the Harris Federation and our staff benefit from both in house and inter-school training activities. We also have additional expertise on hand from the Harris Consultancy Team who are available to offer guidance across the curriculum.

One of our biggest professional development opportunities comes by virtue of being an all through school. Staff across the primary and secondary phases at Harris Academy Chobham are able to observe and learn from each other. This is invaluable experience at a time when the number of all through schools across the country is growing fast.

In more practical terms, a job at Harris Academy Chobham is also attractive. Main scale and Upper Pay Scale teachers receive a Harris Allowance of £2,000 per annum in addition to their normal salary. Harris Academy Chobham teachers also benefit from our two-week half term in the autumn term.

We do hope that you apply for a role with us and look forward to meeting you if you are invited to interview.

JOIN US AT HARRIS ACADEMY CHOBHAM

A message from the Principal, Francesca Perry.

Harris Academy Chobham is always on the lookout for inspirational and influential staff. Most of all, we are on the lookout for potential colleagues who like our students and want to help them succeed.
We understand that if staff are to give their best to our students over a sustained period of time, then the school needs to provide them with the best deal possible. We want our staff team to be well motivated and well looked after. If your time at Harris Academy Chobham is to be happy, then it needs to be rewarding and professionally fulfilling.

In order to help our staff have the best possible experience and achieve a proper work- life balance, we have put into place a range of measures to benefit both our teaching and students services colleagues.

These include:

- An extra week of holiday for all Harris Academy Chobham staff. This takes the form of a two-week half term in October. We work fewer days than most other schools.
- Outstanding professional development both at Harris Academy Chobham and through the wider Harris Federation
- Excellent promotion opportunities
- A constant dialogue about workload and how to manage it most effectively. We have regular workload audits, and frequent campaigns to tackle unnecessary work and identify quick wins
- Rapid and effective support with any student behavioural issues arising
- A high-quality staff induction programme
- Marking protocols devised by departments themselves
- Manageable and flexible lesson planning expectations
- Clear communications and manageable deadlines. We only ask staff to do what is necessary and avoid complication and confusion. Harris Academy Chobham is an exceptionally well-run school
- Learning walks rather than formal lesson observations. These are not graded
- Nursery on site
- Flexible and part time working encouraged whenever possible
- Additional time for leadership responsibilities
- Focus on effective outcomes rather than time spent
- High levels of administrative support for all teachers
- Ongoing celebration of staff excellence

Other benefits of working at Harris Academy Chobham:

- World-class facilities for learning, leisure and sport. A school which is genuinely at the heart of its local community
- The advantages of working for the country's most successful major Academy group. These include amazing consultant support and a range of high-quality central services.
- Generous Harris rewards and benefits package, including an extra £2000 annually for all teachers working in our Academy.

Wellness

'Valuing the whole person'

At Harris Academy Chobham, we regard staff wellness as being central to the school's purpose and to its success. Our desire to offer an outstanding wellness strategy is part of our deep desire to help all colleagues feel happy and valued within our community.

We understand that while it is incredibly rewarding, teaching is also a physically and emotionally wearing job. We want our teachers to be as fit and fresh as possible and to know that the school as a community really values the whole person. We have tried to put these principles into practice with several initiatives which we think give Harris Academy Chobham teachers one of the best wellness packages to be found anywhere. As well as the benefits listed above, we also include the following in our wellness programme:

- Access to the Calm mindfulness app
- Staff fitness suite and multiple team sports opportunities
- Staff social events
- Staff discounts at shops and restaurants in the local area
- Access to the Harris Federation's staff counselling service
- Dedicated Wellness Hub
- Healix Healthcare package
- Cycle to work scheme
- Childcare vouchers
- Nursery on site

Our staff are regularly consulted on impact of our Wellness Strategy, and we always respond to staff suggestions. In this way, staff feel empowered and get more of the services they really want.

We are very proud of our Wellness Strategy at Harris Academy Chobham and hope you will agree that it shows our commitment to making the school an exemplary working environment

To read the complete Wellness Strategy visit our website:

https://www.Chobham.org.uk/1296/working-with-us

What kind of people are we looking for?

- First and foremost, you must like working with children and be good at it
- You must be highly skilled in the role you are applying for or else willing and able to learn in post
- You must show a passion for education and improving the life chances of London children
- You should be willing to contribute to the wider life of the Academy (running clubs, attending events)
- You should be highly motivated, like working as part of a team and possess excellent communication skills
- You must hold appropriate qualifications for the role you are applying for
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Please take a look at our website to find out more about the school. If you would like to speak to someone about the role before applying, please contact our Human Resources department in the first instance, hr@Chobhamacademy.org.uk .

Academy Ethos

- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term;
- To promote equal opportunities and celebrate diversity in all aspects of the academy;
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example;
- To promote actively the Academy's corporate policies;
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate;
- To show a record of excellent attendance and punctuality;
- To adhere to the Academy's Dress Code.

needs:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

- Processing special consideration requests as required;
- Keep accurate accounts of any fees paid by students;
- Provide entries lists to Directors of Learning and Assistant Principals for checking;
- Creating and distributing examination timetable showing dates, times and locations for both internal and external assessments;
- Ensure all students are given their statements of entry and are informed of the dates and times of their examinations.

Other Duties

- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the Academy, commensurate with the level of the post holder;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Reporting to: Professional and Operational responsibility to Assistant Principal with responsibility for examinations.

Liaising with: Principal, Academy Leadership Group, Student Support Services relevant non-teaching support staff, parents and other appropriate stakeholders.

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge & Training	English and Mathematics GCSE or equivalent Degree or equivalent Knowledge of the examination system and procedures Knowledge of Microsoft software Knowledge of National curriculum	
Experience	3 years' experience of working in an inner-city school or educational establishment Experience in a similar role	Experience of working with students from a range of ethnic backgrounds
Personal Skills & Qualities	Ability to communicate with students from a range of different backgrounds Skilled in the use of databases Ability to produce user friendly data Ability to communicate with parents and other key stakeholders Ability to remain calm under pressure Ability to work to tight deadlines Ability to generate ideas and drive solutions Ability to work with challenging young people Commitment to equality and diversity Ability to recruit, organise and manager exam invigilators Empathy with the aims and objectives of the Harris Federation	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1) Equal Opportunities
2) Health and Safety
3) General Data Protection Regulations (2018) and Data Protection Act 2018
4) Safeguarding children

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

For more information about the role, or to arrange a visit to the academy, please email Faiza Chaudhary Iqbal, HR Manager on F.Chaudhary-Iqbal@Chobhamacademy.org.uk. Alternatively, please call the academy on 0203 747 6060.

Thank you for your interest in our school. We look forward to receiving your application.

If you think a career with us is right for you, discover more at: www.harriscareers.org.uk

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Harris Federation