



Student Welfare with Administrative Assistant Wren Academy Enfield

Closing Date: 9.00am, Tuesday 30 November 2021

Interviews: After 30 November 2021



Do justice, love kindness, walk humbly with your God: Micah 6v8



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Wren Academy Enfield

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Executive Principal: Gavin Smith
Vice Principal: Ertunc Hussein

November 2021

Dear Colleague

Wren Academy Enfield – Student Welfare with Administrative Assistant

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by 9.00am, Tuesday 30 November 2021, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to wrenhr@wrenacademy.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

Gavin Smith
Executive Principal

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

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**Wren
Enfield**

Student Welfare with Administrative Assistant

**Full time position: Paid for working 40 weeks of the year, 36 hours a week.
Salary £19,293 - £20,351 per annum. NJC Scale Point 6– 9**

Start date: As soon as possible

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated team in an Academy judged by OFSTED to be outstanding. requires someone who can interact successfully with students, staff and parents, dealing with welfare and first aid issues, as well as providing additional administrative support

Wren Academy Enfield is the second school of the Wren Academies Trust. Having successfully opened in September 2021 with a first cohort of Year 7 students, we shared our accommodation with AIM Academy at Ponders End, Enfield in our first year. We have relocated to the Chase Farm Hospital site into temporary accommodation before starting to move into our permanent buildings including the sports hall and dance studio during the academic year.

More details about our planned school can be found at the following link:

[Schools - Chase Farm Development](#)

Wren Academy Enfield is jointly sponsored by the London Diocesan Board for Schools and Berkhamsted School. This new school has been closely modelled on the successful Wren Academy Finchley which has a strong sporting tradition with high standards of involvement and conduct.

Wren Academy Finchley quickly developed a strong reputation for outstanding teaching and learning, as well as enabling students to make excellent progress as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. Since opening, the school has been awarded three outstanding Ofsted reports and two outstanding SIAMs reports. All the factors that have led to the notable success so far are being put in place to ensure similar outcomes at Wren Academy Enfield.

The successful candidate will take over, and help to develop, existing and new welfare systems within the Academy. They will be working independently with senior teaching staff and also within the team carrying out administrative tasks as required. The role is varied and interesting. First Aid and other training will be given as necessary. Enthusiasm and the ability to interact professionally across a number of levels, is also important. The successful candidate will demonstrate an ability to use their own initiative, combined with common sense.

Closing date: 9.00am, Tuesday 30 November 2021.

For an application pack, please see our website: [Recruitment - Welcome to Wren Enfield \(wrenacademyenfield.org\)](https://www.wrenacademyenfield.org)

Please note that we require the Wren Academy Application Form to be completed before we are able to consider your application. We do not accept CV's.

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks. The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

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WREN ACADEMIES TRUST

Wren Academy Enfield

Student Welfare with Administrative Assistant

Job Description

Post Title: Wren Academy Enfield Student Welfare and Administrative Assistant.

Purpose: The purpose of the job is to both take part in and to be responsible for the effective operation of several of the Academy's student welfare and administrative functions, and also taking a lead role in dealing with daily student queries and issues.

Line Management: The Student Welfare with Administrative Assistant will report to, and be line managed by, the Senior Administrator, although there will be significant input into the role from other Senior Leaders within the Academy.

Working time: 36 hours per week, 40 weeks per year (term time plus the last week of the Academy summer holidays).

Key Tasks:

- To address student welfare issues directly, working with senior and other staff.
- To liaise with parents, staff and students as necessary regarding first aid and welfare issues.
- To be the lead of the first aid team.
- To maintain and monitor the Academy first aid incident reporting system.
- To maintain student medical information and procedures and ensure that medication is kept up to date, liaising with parents as necessary.
- Produce reports for the Executive Principal and Academy Leadership Team on welfare and first aid statistics
- To be proactive and intellectually curious about student issues and their possible solutions.
- To book first aid courses for members of staff and ensure that certificates are up to date and renewed in a timely manner.
- To be responsible for lost property and ensure that the students belongings are returned.
- To maintain student records on MIS systems and in manual filing systems.
- To provide Reprographics support from time to time as required.
- To take part in the Academy's staff duty rota.
- To provide general administrative and secretarial assistance as directed by Line managers or the Executive Principal.
- To be able to cover key tasks carried out by others in the administrative team, as directed by Line Managers or the Executive Principal.

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Professional Behaviour:

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the Academy's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people

Assessment:

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example
- To support the Academy in meeting its legal requirements as a Church School
- To have a record of excellent health, attendance and punctuality

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

September 2021

WREN ACADEMIES TRUST

Wren Academy Enfield

Welfare Officer with Administrative Assistant

Person Specification

Professional Skills and Experience

1. Possess appropriate qualifications and/or experience in a similar role.
2. Be an excellent practitioner with the ability to inspire others.
3. Preferably have experience of school administrative practices and of working in more than one institution.
4. Have excellent typing skills and be conversant with modern office software
5. Preferably have relevant experience of working in comprehensive and multi cultural environments.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
5. Possess good written and verbal communication skills.
6. Have the ability to relate positively to parents and other stakeholders and engage successfully in the life of the Academy.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.

Academy Information 2020/2021

The development of a second academy will lead to collaboration and innovation which will be beneficial to all staff and students within the Trust. There will be many opportunities for professional development which will ensure that the successful candidate is encouraged and equipped to prepare for further career progression.

Wren Academy Enfield is a comprehensive school, which will welcome students whatever their previous academic attainment, then do all it can to maximise their potential. We are a vibrant and culturally diverse learning community where all members benefit from our distinctive and inclusive Christian vision inspired by the encounter of Zacchaeus with Jesus (Luke 19v1-10) and the exhortation found in Micah 6v8 to 'Do justice, love kindness and walk humbly with your God'.

Our curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Each half term we will organise a Focus Day on which the usual timetable gives way to in depth study of a range of issues relating to PSHE, the academy specialism and our ethos. To further support learning and social development, we will organise a House system consisting of vertical tutor groups of students in Years 7-10.

Inspired by Sir Christopher Wren, our specialism is Design and the Built Environment. Key skills associated with our specialism, such as planning and creativity, impact across all subjects. We will work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum. Given the proximity to the Chase Farm Hospital we will explore ways that the specialism can incorporate the field of medical science to the benefit of all students.

We develop students' learning skills and attitudes through our immersion in a strong learning philosophy. This is based on the 6 Rs which encourages students to be

- Resilient
- Relational
- Reflective
- Redemptive
- Resourceful
- Reverent

All learning is supported using digital tablets which are an expected item of equipment for every student. The use of the technology enhances learning within the classroom and at home.

Colleagues are encouraged to innovate and to develop new ways of learning and working together. Taking advantage of the curriculum and lesson planning from Wren Academy Finchley, teachers develop and enhance existing learning resources to create exciting curriculum opportunities for the benefit of students in both schools.

All teachers joining Wren receive a high-quality professional development experience. We hope that simply by working at the new academy, teachers will become better practitioners and that much of the best professional development will be found in working with Wren colleagues. However, we explicitly prioritise CPD with an innovative CPD programme which provides 3 discrete hours for the development of teachers. Within this structure there is a focus on engaging with the latest educational research, with many colleagues undertaking research projects related to their practice. Therefore, we are looking to recruit teachers who are keen to become the very best teachers whilst being keen to focus on teaching Key Stage 3 to ensure excellent progress and the creation of firm foundations which will lead to GCSE and A Level success.

At Wren you will be given time to plan and evaluate your lessons. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about their learning. We believe that observing other teachers and having them observe you is a professional entitlement. It is an

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expectation that all Wren teachers will be confident and open in seeing lesson observation as a key element of how we learn as professionals.

We are looking to recruit excellent teachers who have the desire to develop further. We want to appoint colleagues who possess real curiosity about the ways in which children learn most effectively and who are always seeking to extend their practice into new areas and learning activities. It is important that Wren teachers are ambitious both for themselves and for their students. Being part of a Multi Academy Trust will result in a wide range of opportunities for professional development and progression.

Other benefits of teaching at Wren Academy Enfield:

- Children of colleagues working at Wren for over two years will be given priority for a place in Year 7.
- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- Free refreshments and a lunchtime allowance
- Timetabled professional development time during the school day
- Planning and evaluation time during the school day

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide exciting professional development opportunities for the successful candidate.

Further details on the curriculum, structure and ethos of the Academy are available on our website, www.wrenacademyenfield.org

Gavin Smith
Executive Principal

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, Tuesday 30 November 2021.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org. CVs will not be accepted.

Selection process

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

November 2021