



LAWN MANOR
ACADEMY

RECRUITMENT PACK



ASCEND
LEARNING TRUST

About the Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those that are essential in the Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting both staff and pupils as they progress their time in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our trust you will share our values of **Compassion, Respect** and **Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy, its staff and pupils seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about their school and making a difference for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust in a pupil leadership position.

Welcome, from the Head

Lawn Manor Academy is proud to be part of the Ascend Learning Trust.

We were the first school to join the Ascend Learning Trust in September 2017 and we enjoy close links with all Ascend Learning Trust schools. We believe that within each child there is a real potential to achieve.

We have an ambitious vision for our school with a robust strategy for achieving it. Our I LEARN values are at the heart of our strategies for success.

Working with the staff at Lawn Manor Academy is both rewarding and inspiring. We are an inclusive environment that celebrates diversity and different cultures daily. We are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit our school.

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet; whether they are in the boardroom, on the stage, in the lab or on the sports field at home or abroad. A positive mind-set is important at Lawn Manor Academy.

We take pride in “Inspiring and Creating Futures for All”.

Sandra Muir
Headteacher

Dear Applicant

Thank you for your interest in representing Lawn Manor Academy as a Prefect. These guidance notes will assist you in completing your letter of application, which is the first step in our selection process.

By working together we strengthen each other, sharing good practice and building capacity for all. If you want to be part of our vision, mission and values, and you are willing to go the extra mile to make a real difference to our school and community, we would be pleased to receive your application for the position of Prefect.

We are seeking a team of Prefects to support staff, pupils, parents and our local community at school and external events. As a Prefect you will be a role model for other pupils at our school.

To be considered for this post, you will:

- Have evidence from previous years at school of being a role model for other pupils.
- Have high personal standards that are evidenced by the effort and quality of work in lessons.
- Have good interpersonal skills with both adults and pupils.
- Have some knowledge of basic ICT applications.
- Be able to work effectively as part of a team.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, knowledge and abilities that will be assessed by letter of application, as you will need to provide evidence that you meet these criteria.

References

As part of the process we will be asking for references from your Year Leader and I LEARN Tutor. We will require two satisfactory references before the position can be confirmed.

We hope you will feel inspired to apply for the post of Prefect at Lawn Manor Academy.

Job Description

Reports to: Head of Student Support

Job Purpose:

To be a representative of Lawn Manor Academy as a role model and ambassador for the school. To demonstrate what it means to be a pupil at Lawn Manor Academy, by embodying the ethos of the school through The Lawn Manor Way and promoting this to others in our school community.

Key Accountabilities:

- Ensure you meet the high expectations of Lawn Manor Academy at all times
- Ensure the schools uniform expectations are consistently met
- Be a role model to all other pupils in the school
- Support the younger pupils in our school
- Help organise school events, in-school and off-site
- Support staff in the school to help ensure school expectations are being met
- Represent Lawn Manor Academy at school events when required
- Represent Lawn Manor Academy at external events when required
- Promote and establish a positive ethos

The successful candidates may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Criteria that will be measured through the application process

Knowledge & Experience

Essential

- High effort grades in recent reports from teachers.
- Good interpersonal skills with both adults and pupils.
- Knowledge of basic ICT applications.
- Ability to contribute constructively to a team.
- Excellent communication skills.
- Outstanding attendance.

Desirable

- Evidence of being actively involved in extra-curricular activities.
- Evidence of supporting other pupils or staff.

Personal Qualities

- Able to work both **independently** and within a team to suit different tasks.
- Have a positive **attitude** that promotes the ethos of the school through the Lawn Manor Way.
- Have **resilience**.

Prefect Selection Process

Term 5:

Year 9 pupils informed in assembly that the application window is open to apply for the position of Prefect – Job specification shared with pupils and staff.

End of Term 5 – 26th May 2023:

Deadline for Prefect applications.

12th-16th June 2023:

Applicants for the position of Prefect shortlisted. Head of Student Support and Year Leader – Year 9 to interview shortlisted candidates on 'Why would you make a good Prefect at LMA?'

19th-23rd June 2023:

Successful candidates informed. Staff informed via briefing notes. Pupils informed via assemblies. Newly appointed Prefects awarded badges in their assembly.

23rd June 2023:

The new Lawn Manor Academy Prefects being their roles.

How to apply

Candidates must return a completed letter of application (no more than 1 side of A4).

Closing date for applications: 9 am Friday 26th May 2023

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received.

The selection process will begin week beginning 5th June 2023

Completed letters of application should be:

- handed to the Year Lead – Year 9 or
- emailed to jwhitford@lawnmanor.org

Candidates who are successfully selected for the next stage of the selection process will be informed after shortlisting has taken place.

Lawn Manor Academy is committed to ensuring high standards of behaviour and attitudes, both inside the classroom and out. The Senior Leadership Team reserve the right at any point to dismiss any candidates throughout the selection process if they do not meet these expectations – including successful candidates, who may be removed from post for any breaches of the school rules and expectations, not fulfilling the outlined responsibilities or bringing the school into disrepute.