



C/O REAch2 Academy Trust | Scientia Academy | Mona Road | Burton on Trent | Staffordshire | DE13 OUF

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Website: [www.newhallacademy.org](http://www.newhallacademy.org) | Twitter: @newhallacademy

Headteacher: Mrs Debbie Gayler BA (Hons) QTS, NPQH

Monday 25<sup>th</sup> June 2018

## Extended Schools Leader Vacancy

Dear Applicant,

I am delighted that you have expressed interest in the post of Extended Schools Leader at our new academy.

### Overview

Are you passionate about children? Able to lead, inspire and motivate?  
Are you an innovative, exciting and reflective practitioner who can make a difference? Looking for a unique opportunity? If so, we would love to hear from you

We are looking for an energetic and highly motivated practitioner to lead our Extended Schools provision (Before and After school clubs and care). This is a unique opportunity to help start something from scratch and really make your mark!

We are looking for someone who is up for a challenge and wants to get stuck in with all aspects of our academy life!

Post Title:	Extended Schools Leader
Contract type:	Permanent
Location:	Newhall Primary Academy
Working hours:	7.15am – 9am and 3pm – 6.15pm (25 hours/week) Term Time Only May be an opportunity to run a holiday club in the future. It would be possible to combine this role with another Support Staff role within the Primary Academy and Nursery.
Start date:	1 <sup>st</sup> September 2018



REACH2 Academy Trust is a charitable company limited by guarantee in England and Wales,  
Company number 08452281  
Registered office Address: Scientia Academy, Mona Road, Burton Upon Trent, Staffordshire, DE13 OUF; VAT Number: 220 8862 15

Salary:	Essex LGS Point 14 (£17,681) to Point 16 (£18,319) plus OFA £597 (pro rata - see below) Actual salary = £10,755.90 to £11,131.34
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### About us

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, which is being built with the capacity for 420 children. The Primary Academy will initially have an intake of 60 children. It will then grow year-on-year until it reaches full capacity. The Nursery will have capacity for 56 children, initially starting from the age of 2, but with plans to also open up a baby room in 2019.

The Academy and Nursery now has a Headteacher who is looking to appoint permanent staff to open with and join her in being part of the unique opportunity to build and grow the setting from its infancy. There is no doubt about it, setting up the Academy and Nursery from scratch will take vision, dedication and hard-work, but being part of that exciting and rare journey will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.

### About the role

As the Extended Schools Leader, you will lead, organise, co-ordinate and supervise children attending Breakfast / After School Club; providing appropriate activities, encouraging cooperation, securing children's safety, monitoring well – being (including access to a quality breakfast and tea) and ensuring good behavior.

As one of the first members of staff to be appointed to Newhall Primary Academy and Nursery, you will help shape its future direction. You will work alongside our newly appointed Early Years Team, School Business Manager and Site Manager to help create an exciting and vibrant Academy, where all children thrive.

### What we're looking for:

We are looking for an individual to join our friendly team who is ready to share their enthusiasm and who, above all, is passionate about education and the opportunities a good quality school experience can provide all children.

Our ideal candidate will be able to deliver inspirational learning experiences in a stimulating environment and be committed to excellence, inclusion and challenge. You will be part of a unique journey to start up a state of the art school and nursery that will be based at the heart of the community for the future as well as being part of the largest primary Multi-Academy Trust in the country.

The successful candidate will have:

- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence.
- Excellent inter-personal experience as an effective good and outstanding practitioner.



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- Excellent communication skills and a good sense of humour
- Good organisational skills
- Creativity which drives all aspects of extended school learning and care.

In return we can offer:

- A firm commitment to you and your professional development.
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors.
- A growing learning community.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- Coaching and mentoring from the Academy's Senior Leadership Team.
- Fantastic trust-wide CPD opportunities
- Vast opportunities for career progression

### How to apply

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Debbie Gayler, Headteacher at [head@newhallacademy.org](mailto:head@newhallacademy.org) or telephone 07785 445432.

Completed applications should be sent via e-mail to [head@newhallacademy.org](mailto:head@newhallacademy.org) by Wednesday 11<sup>th</sup> July 2018.

Short-listed candidates will be invited for interview on Wednesday 18<sup>th</sup> July 2018. Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post you are required to submit:

- A completed REAch2 Academy Trust Application form which contains the Person Specification form; and
- A supporting letter of application; not to exceed two sides of A4

The person specification contains the criteria that the selection panel will use in the selection process. In addition, the panel will place considerable emphasis on your supporting letter, which should not exceed two sides of A4.

When completing the application please follow these guidelines:

- You may choose to provide your details by hand or use a computer, but please complete all sections in black ink.
- Please submit the application form (containing the Person Specification Form) with your supporting letter. Do not submit a CV instead of an application form.
- When e-mailing your application, please ensure it is marked 'Confidential'.



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Newhall Primary Academy and Nursery has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short listed candidates will be asked for two references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

If you would like any further information to assist you in your application, please do not hesitate to get in contact.

I look forward to receiving your application.

Yours faithfully,



**Mrs Debbie Gayler**  
**Headteacher**