

Generations Multi Academy Trust



Apprentice - ICT

Required Immediately





GENERATIONS MULTI ACADEMY TRUST

Apprentice – ICT Required Immediately

**Salary: £10,500 per year; core working hours of 8.00am to 4:00pm Monday to Friday
An early start date can be accommodated, subject to the availability of the successful applicant**

We are offering the opportunity to join our Trust as an ICT Apprentice, developing key workplace skills within our collaborative and supportive ICT function. You will be working with a highly skilled team, supporting ICT across the Trust, based predominantly at Goffs Academy. The Trust will fund a Level 3 qualification, providing time and support to complete the course requirements.

You will have a genuine interest in ICT and its application in supporting learning, be able to demonstrate excellent time management and the ability to manage and prioritise multiple demands within a busy working environment. You will also have excellent written and spoken communication skills and ability to work confidently with all commonly used ICT applications.

In return, we can offer you:

- funding and support to undertake an Infrastructure Technician level 3 qualification
- a financially secure Trust, with the money to underpin its work
- the opportunity to work with professional, committed, and ambitious colleagues in a genuinely collaborative working environment
- highly aspirant schools, with engaged students
- the opportunity to gain on the job experience, whilst studying for a relevant qualification
- personalised professional development, considered best practice within Hertfordshire
- a comprehensive staff benefits package

Please contact the Trust's HR department, (recruitment@generationsmat.herts.sch.uk) for the recruitment pack and further information on the role, school, and Trust. Closing date for applications: Wednesday 3rd November 2021 at 9:00am. Interviews will be held week commencing Monday 8th November or sooner for the right candidate.

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

The Trust is committed to safeguarding children and young people

All postholders are subject to a satisfactory enhanced DBS check



JOB DESCRIPTION



Job Description

JOB TITLE:	ICT Support Technician – Apprentice
LOCATION:	Predominantly based at Goffs, with deployment to Goffs-Churchgate as required by the business
GRADE/HOURS:	Full Time for the duration of your course – 24 days holiday rising to 28 days after 5 years, plus bank holidays. Salary - £10,500 per year Hours: 8.00am – 4.00pm (flexibility maybe required depending on demands)
PURPOSE OF YOUR JOB:	<ul style="list-style-type: none"> • To support staff and students in all ICT areas. • To ensure ICT in classrooms works effectively, underpinning learning and teaching and staff productivity
REPORTING TO:	<ul style="list-style-type: none"> • Director of Corporate ICT and Infrastructure \ICT Technician
STAFF REPORTING TO JOB HOLDER:	<ul style="list-style-type: none"> • n/a
CONTACTS WITHIN THE TRUST:	<ul style="list-style-type: none"> • Trust leadership • All other teaching and support staff within the Trust
CONTACTS OUTSIDE THE TRUST:	<ul style="list-style-type: none"> • Apprenticeship Provider • Software and hardware suppliers • Herts for Learning • Telephony and networking service providers • ICT maintenance service providers
MAIN TASKS AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • To assist the ICT Team in ensuring the smooth and efficient delivery of learning & teaching across the Trust • To support the development of all front facing and social media platforms across the Trust • To regularly check the ticket system and provide first and second line support • To diagnose and repair basic faults on ICT equipment and peripheral equipment such as MFDs, interactive whiteboards, projectors etc. and ensure that these are in full working order at all times • To support the ICT team in ensuring that ICT teaching rooms are checked for damage and missing equipment on a daily basis, and that a full log is maintained of outcomes • To install and test software and configure machines

	<ul style="list-style-type: none"> • To set up and maintain AV equipment for assemblies and school events, including staying for evening events as needed • To set up and maintain user network and email accounts and remove where appropriate • To ensure that all ICT and media equipment is fit for purpose and is regularly tested in line with Health and Safety • Other ICT related activities as directed by the Senior ICT Technician and Director of Corporate ICT • To be responsible for safeguarding and promoting the welfare of children at all times
<p>KNOWLEDGE, EXPERIENCE AND TRAINING TO BE DEVELOPED THROUGH THE APPRENTICESHIP</p>	<p>Networking and Architecture</p> <ul style="list-style-type: none"> • Mobile and Desktop Operating system • Azure Cloud Support Specialist • Basic coding and logic • Familiarity with AV equipment • Ability to work unsupervised and to respond promptly to requests for support • To remain calm under pressure with strong interpersonal skills • Organisational and efficiency skills • The ability to communicate effectively • Interpersonal skills • Initiative • The ability to follow the policies, systems, and procedures of the Trust • The importance of confidentiality

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 Trust will endeavor 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.

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

Employee Signature:

Line Manager Signature:

Date:



PERSON SPECIFICATION



PERSON SPECIFICATION

		Assessed by:		
No	Categories	Essential / Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs (incl. Maths and English Grade C or above)	E	ü	
2.	Post 16 Qualifications i.e. BTEC or A-Levels	E	ü	
3.	Evidence of continuing professional development and training	D	ü	ü
EXPERIENCE				
4.	ICT experience	D	ü	ü
5.	Experience of managing multiple demands	D	ü	ü
ABILITIES, SKILLS AND KNOWLEDGE				
6.	A genuine interest in ICT and its application in supporting learning	E	ü	ü
7.	The ability to think outside the box and to problem solve under pressure	D	ü	ü
9.	Excellent written and spoken communication	E	ü	ü
10.	Excellent time management, with the ability to prioritise and organise work effectively and efficiently	D	ü	ü
11.	Able to use all common ICT applications effectively and efficiently	E	ü	ü
12.	Excellent interpersonal skills	E	ü	ü
13.	The ability to develop strong relationships with and inspire confidence in stakeholders	D	ü	ü

14.	A proactive approach to work and the ability to work independently	E	ü	ü
PERSONAL QUALITIES				
15.	An engaging manner, able to confidently engage with new people and build a rapport	E	ü	ü
16.	A strong commitment to both the Trust values and ethos, plus own professional conduct and ethics	E	ü	ü
17.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	ü	ü
18.	High attention to detail within all areas of work	E	ü	ü
19.	Deals with all stakeholders both positively and pragmatically	E	ü	ü
20.	A firm commitment to continuing professional development	E	ü	ü



**INFORMATION ABOUT THE IT
SUPPORT DEPARTMENT AT
THE TRUST**



ICT SUPPORT DEPARTMENT – GENERATIONS MULTI ACADEMY TRUST

Goffs Academy

Goffs Academy has over 500 networked computer stations. There are 7 suites of 32 stations and 7 suites with 20 stations. There are also stations in Learning Support and the Learning Resource Centre. A backup replication service along with extensive cloud backup systems are in place to ensure redundancy across the MAT



We have an RM Connect 4 network and all stations have: internet access, making use of the Hertfordshire Grid broadband link; run Microsoft Office 365 suite (Word, Excel, Access, PowerPoint, and Publisher), Adobe Master Collection CS6, and an abundance of specialist curriculum software. Every computer is connected to a photocopier which are positioned strategically around the school, and all classrooms throughout the school have a projector, whilst some have interactive white boards. Art and Media also have specialist ICT equipment that they utilise.

There is a rolling programme of upgrade and expansion on the network. All the ICT suites are well used both by the ICT & Computing department for delivery of specialist lessons, and by other curriculum areas to deliver the cross-curricular ICT programme.

Goffs has been designed as a three-storey building and, as such, has cable runs that exceed the specifications necessary to have a single server room. To support the ICT Infrastructure, there is a server room and two additional hub rooms. Wi-Fi is in place throughout the building. Furthermore, Goffs Academy is currently deep into a new build which will accommodate a large gym and eight additional classrooms, all of which will require extensive ICT infrastructure.

Goffs-Churchgate Academy



When Generations MAT took control of this school the aim was to create and deliver ICT services in the same professional way as at Goffs. This required a complete network rebuild, consisting of a new virtualised system with the latest RM “Connect to Premise”; linking Churchgate with Goffs Academy; and creating one single user experience across the Academy Trust.

All 150 computers in the school were upgraded and rebuilt with the latest Windows 10 operating system and Office 365. There are 4 suites of 30 stations and a new, dedicated, ICT and Media room was established.

A campus-wide Wi-Fi system has been installed, enabling the freedom to teach and learn from anywhere in the school, and soon a campus-wide “Guest” network will be established moving into the summer of 2022.

The whole Trust is also in the process of moving its management information system (MIS) from schools traditional Capita Sims to a new Trust wide solution (Arbor). This will allow cloud access to all the schools information making blended learning easier and more efficient. This system will also allow us to seamlessly add new schools then they join us.

The Trust’s ICT support team is currently made up of the Director of Corporate ICT and Infrastructure, a Senior ICT Technician, an ICT Technician, and an ICT apprentice

This post offers an exciting opportunity for an enthusiastic hard-working individual to join our committed team.



**INFORMATION ABOUT THE
GENERATIONS MULTI
ACADEMY TRUST**



Information about the Generations Multi Academy Trust



Welcome to our information pack about the Generations Multi Academy Trust and its two schools, Goffs and Goffs-Churchgate.

Goffs is a mixed 11-18 comprehensive Academy with approximately 1,600 students on roll, including a thriving and successful Sixth Form. The school is extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups. On intake, students are of an ability level (KS2 APS) significantly above that of the national average although the school is a true comprehensive school and admits a good mix of students of all ability levels.

Goffs-Churchgate is a fully mixed comprehensive school for students from 11-16 years of age, with over 545 students on roll. Demand for places at the school is high, and the school will as a result, rapidly expand to its target figure of 600 students. The school opened at the end of August 2017, with a significant demand for places since its opening, reflecting the very high level of local interest in the school. Local estate agents report significant interest in parents moving to the locality with a view to being near Goffs-Churchgate: a very successful future is predicted for the school. One of the school's key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else. Recognizing that not all children thrive in large secondary schools, the Trust has made a deliberate decision to offer both a larger and much smaller secondary school for local parents to choose between.



Professional Working and Learning Environment

Staff and students work in modern, professional environments, with both having benefitted from recent building projects including a full, £20million rebuild at Goffs. The new facilities provide light, modern, professional and a fit for purpose working environment for all.

The Generations Multi Academy Trust

In early 2016, Goffs Academy received a direct approach from the DfE asking that they consider establishing a Multi Academy Trust and work in partnership with other schools. As a result, the Generations MAT was established from 1st September 2016, with Goffs as the lead school within the Trust. Goffs-Churchgate was born from that vision. The two schools are within walking distance of each other and already share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

The MAT is extremely financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust created a dedicated Director of Income Generation position, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – soon to reach c.£500k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate. As one example, all teacher loadings were reduced for 19/20 as a direct result of the additional monies coming into the Trust via this income generation work.

Our plans include establishing nursery provision with subsidised staff places, which we hope to open during 2022, as well as welcoming other schools to our Trust. The MAT offers extremely exciting opportunities for staff, students and the local area and we are all very much looking forward to its growth.

Outcomes

Our strategy for continuous school improvement has had huge success and we are actively committed to ensuring that our very popular and successful schools, plus the wider MAT, continues as a centre of excellence in the community.

Exam results in 2019 were another year of huge success for **Goffs**. GCSE highlights include:

- Progress 8: +0.27 (significantly above national average)
- 71% of students achieved grade 4 or more in English and Maths and 50% achieved 5 or more in both
- English grade 4/5 or more: 89%/67%
- Maths grade 4/5 or more: 76%/55%
- Percentage of grade 7 or more in all subjects: 25%

Due to Covid-19, students were issues with Centre-Assessed and Teacher-Assessed Grades, in 2020 and 2021. The Trust ran an exceptionally rigorous assessment process for our students, and students achieved superbly.

Crucially, students were well supported in progressing onto a range of exciting destinations. The majority of Year 11 students have continued their studies in the Sixth Form at Goffs, with all others securing a place in further education or training. 70% of Year 13 students secured a university place to start in autumn 2021, and every student secured a place in further education, employment or training.

Goffs-Churchgate secured an outstanding set of GCSE outcomes in September 2019, with the Progress 8 score being a new record for the school. In just two years, the school's performance at GCSE has improved significantly. GCSE highlights include:

- A remarkable 175% improvement in the overall Progress 8 scores since the opening of the school
- The proportion of students who achieved Maths and English at grade 4+ was 58%, an increase over nearly 20% in the past two years
- The proportion of students who achieved English and Maths at grade 5+ was 36%, a 24% increase in the last two years
- Overall Progress 8 is +0.47, with Maths, English and Science all performing in line with National Averages. The performance of our SEND students were particularly impressive with every progress measure being significantly above National Average. In addition, our disadvantaged students outperformed their non-disadvantaged peers
- Due to Covid-19, 2020 and 2021 outcomes were calculated as a result of Centre Assessed Grades and Teacher Assessed Grades. The Trust ran a forensic data process and we were exceptionally pleased with both sets of outcomes. Across 2020 and 2021, we were delighted to see the number of Year 11 students continuing to Sixth Form continuing to grow

To achieve such fabulous progress in such a short period of time, is testament to the school's staff and students. We know that this success represents just the start of our journey, and that very exciting times lie ahead.

We are, of course, very proud of these outcomes. Equally, we are clear that they reflect the start of our journey, not the end. Both schools target set in the top 10% of all schools nationally and strive at all times to meet ambitious targets. We are committed to a cycle of continuous improvement and aspiration and are keen to appoint a colleague who shares that vision, determination and a restless quest for even higher outcomes. All of these factors combine to make The Generation Trust a very exciting and rewarding community to be a part of.



Community

Both schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Both schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice, and maintain strong links with our local primary schools. Each school also benefits from a thriving student leadership programme, with students leading on key development projects of their choice, ensuring strong student voice and participation across the Trust. We firmly believe in every student feeling a strong sense of community, and on entering each school, every student is placed in a House. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Each year the House Captains decide on a possible group of charities to support, with students then voting for their chosen school charity and subsequently arranging a variety of fund raising events throughout the school year. Such work is indicative of the ability of students in the Trust to empathise with the needs of others, and further develops their capacity to work successfully in a variety of social settings.

We regularly bring visitors from the community into school to work with students, and maintain strong links with our local secondary schools. Each school's facilities are used for evening and weekend lettings, including superb sporting facilities, as well as holiday classes, providing opportunities for a diverse range of users including the Greek School, and local dance and sports groups.

Across the Multi Academy Trust a large variety of annual school trips give students the opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.



Both schools are proud to be truly comprehensive schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognize and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen.

Care, Guidance and Support

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. The Trust believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of each school.

We promote positive attitudes towards learning and provide a caring and supportive environment within our community. Continuously nurturing, supporting and developing our students is hugely important to us and significant investment is made in each school's pastoral structures.

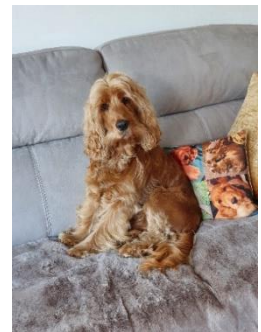
Trust School Dog

The Trust has a school dog – a 4 year old cocker spaniel called Huxley.



Huxley belongs to me and is based in my office at Goffs and Goffs-Churchgate. He spends time with students at break and lunchtime, undertakes the odd learning walk (ie romp), is available at the start of exams to help keep anxiety low, and also spends time in Learning + with our more needy students. Huxley has proved himself to be adept at playing frisbee and football, although less

adept at giving the frisbee and football back....He is also available for staff cuddles as desired, and is very happy indeed to oblige, particularly if you'll play with him. Staff who do not want any contact with Huxley, of course do not have to have any. Full risk assessments and insurance are in place for Huxley.



Staff Development

The Trust has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an NQT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.



In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training

sessions for NQTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Leadership Development

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

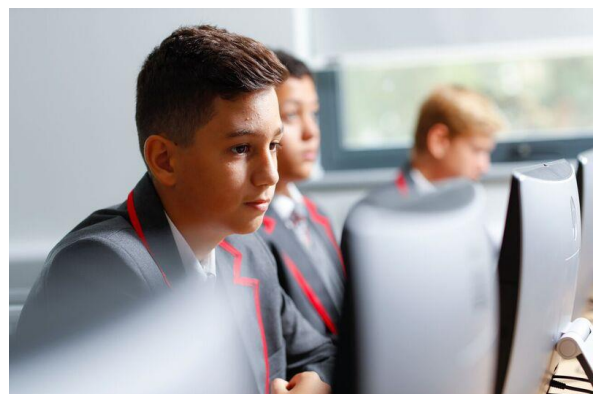
- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.



Trust Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- As part of our Multi Academy Trust, “Generations”, potential to work across more than one school to develop career enhancing skills and knowledge
- Supported Nursery provision with All About Children at any of their nurseries in the Hertfordshire, Bedfordshire, Berkshire and Surrey area:
 - 10% discount off advertised rates for one child.
 - 15 % discount off advertised rates for a 2nd child from the same family (T&Cs apply)
 - All year round and term time (38 weeks) places available
 - Nursery grant funded places available
 - Dedicated person from our parent team to handle all enquiries and placements
- Onsite car valeting at a reduced price for Trust staff

Additional financial incentives and tax efficient benefits, including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1st year)
- Childcare voucher scheme
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday
- A £1,000 Employee Referral Scheme (i.e. finder’s fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later

Access to a wide range of health and well-being resources including:

- New, professional and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool.
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school’s discretion
- Free tea, coffee and milk for staff

Alison Garner
Executive Principal
October 2021



**GENERATIONS MULTI
ACADEMY TRUST REFERENCE
REQUEST FORM**



Candidate's Name:			
Post:			
Name of Referee:			
School/Company			
Referee's Tel No:			
How long have you known the candidate and in what capacity?			
What is (or was) the candidate's job?			
What is his/her current salary (or salary when leaving your post)?			
When did the candidate work for your organisation?	From:	To:	
If the candidate has left your employment, please state the reason:			
How many days was the candidate off work sick over the last 2 years?			
How many periods of sickness over the last two years?			
Please comment on the candidate's performance history and conduct as your employee:			

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Has the candidate had any current disciplinary warnings, or time-expired warnings that concern the welfare or safety of children, if so please give details here:

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Do you have any concerns about the candidate's suitability for working with children and young people, then please give details here:

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Please comment, if you can, on the candidate's suitability for the post above:

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Please comment, if you can, on the candidate's ability to manage difficult behaviour of children and young people:

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Your signature:

Date of this reference:

Your name:

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Your position in your organisation:	
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Section 1 – SUPPORT STAFF

1 = Exceptional	2 = Very Good	3 = Good	4 = Average	5 = Below Average	6 = Not Observed/ Unable to comment
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Area of Evaluation	1	2	3	4	5	6	Further comments if necessary
Workload Management							
Work Knowledge							
Flexibility							
Forward Planning							
Use of Resources							
Relationships with: Students							
Parents							
Colleagues							
Others							
Communication Skills							
Reflective Thinking							
Team Work							
Commitment							
Adaptability							
IT Skills							
Creativity							
Leadership							
Punctuality							
Attendance							
Reliability							
Overall Performance							