

London Enterprise Academy



"Learning for Life"

**Data and Exams
Officer**

Recruitment Pack



LEA Pupils with Rev. Jesse Jackson
Global Civil Rights Icon during his visit in December 2021



LEA pupils with England
Cricket Captain Eoin Morgan

LEA Principal with A Akhlaque
– secured a place at Cambridge



*"Education is the
most powerful
weapon which you
can use to change
the world"*

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Dear Applicant,

Thank you for taking the time to learn about London Enterprise Academy (LEA). This pack is intended to give you information about the role and our school's vision and ethos.

The academy opened in a refurbished office block in the heart of London's East end to its first cohort of Year 7 students in September 2014.

We aim to be outstanding in all areas and become a centre of excellence in everything we do. The staff at LEA are reflective, committed professionals, willing to do whatever it takes for our students to achieve the very best results. All students are encouraged to continue their education and to progress to university, and we work closely with local universities and employers to achieve this vision. Fortunately, we have been able to give students access to a level of expertise rarely seen in the state sector.

"Respect for all sums up London Enterprise Academy nicely. Pupils have pride in themselves and their school. They are polite, courteous and welcoming. They, too, are welcomed into school, regardless of their background or previous experiences." **Ofsted July 2022**

In addition to offering a broad and balanced curriculum, the academy places particular emphasis on the development of enterprise skills. We have been able to develop links with employers in the City of London and Canary Wharf to provide mentoring to our students.

At LEA, we develop students who have a passion for learning, enquiry and the maturity to self-direct their studies and take control of their futures.

In July 2022, Ofsted stated, "Pupils get the right support when they need it. Leaders work closely with external agencies, such as social services and community health experts, and this helps to ensure that expert help is on hand for pupils who are at risk of harm".

This role represents a unique opportunity to join an academy with the highest expectations for students and staff to help shape the future of the academy.

Our facilities include modern classrooms fitted with the latest technology to make working and learning fun and exciting. All of our teachers and students are supplied with iPads to use in school and at home.

I am looking for someone with the necessary skills, drive and experience to excel in this role, also who can up the standard for teachers who join us year after year.

As Principal, there is no greater priority for me than the recruitment and development of staff. My aim at LEA has always been to create a school that is exceptional in everything it does and to do that I need an exceptional team. I understand that I will be asking a lot from the staff, but in return, I can promise extensive support and development opportunities.

After reading the enclosed information, if you would like to apply, please complete the application form that can be found online at www.londonenterpriseacademy.org and return it via e-mail as directed.

I look forward to receiving your application.

Ashid Ali, BSc (Hons), PGCE, MA (Ed), NPQH
Principal

Executive Summary

Our **vision** is to establish an outstanding school that will ensure students achieve personal success in their school life and beyond. We believe success at school provides a strong foundation for students to become engaged citizens who believe in themselves and can bring about positive change, for themselves and the society they live in.

In addition to achieving academic excellence, we instil in every child the beliefs, behaviours and attitudes that will underpin success in life. This means that every student is equipped to:

- Create and seize opportunities for themselves and others
- Contribute to Big Society
- Bridge the skills gap faced by future employers

Our school's ethos supports this vision by creating a school that is sympathetic to the social background of the students given the Tower Hamlets location and pro-active with respect to the unique opportunities this dynamic and well situated borough affords.



Central to our school's ethos is a student-centric and individualised learning approach designed to achieve personal success for each and every student, regardless of where their abilities lie. To fully equip our students as engaged citizens who will have the right skills to be active participants in British society, our curriculum is designed with an emphasis on:

- Academic excellence – our school provides a safe, caring and supportive learning environment in which every individual can beat their personal best. This is achieved through commitment to excellence from all, and no excuses.
- Enterprise – a can do attitude, creativity, informed risk-taking and a drive to succeed. These are all **key** ingredients to success whether in academia, business or social enterprise.



Curriculum and approach to teaching and learning

Alongside our vision for student outcomes, the most significant influence on our choice of teaching approach and on curriculum design is the social background of our students. Thus:

- A small school ethos, human relationships
- We believe that all young people can prosper. This individual attention is most likely to succeed in a small school environment where each child is well known to staff.
- A broad and balanced curriculum taught via a personalised learning methodology that has been proven to deliver excellent results in small charter schools in Sweden and the USA
- An extensive range of extra-curricular activities offered to draw out hidden talent and stretch gifted students
- Home-school relationships are important in engaging parents
- Enterprise



Focus on enterprise

- We want students and the local community to take full advantage of the Tower Hamlets location. With access to the city of London, academic and arts institutions, and technology and creative industries.
- Enterprise focus – can do attitude, drive to succeed and confidence to take risks. It would be a wasted opportunity for students, the local community and the wider economy if the advantages afforded by the Tower Hamlets location made no difference.
- Cater for pupils of all abilities

High expectations and celebrations of pupil achievement

Education is the most effective tool for those seeking to better their quality of life. The solutions to poverty, social exclusion, disadvantage and deprivation lie not with others, but within an individual. The individual has the power to make a positive difference and transform his/her life circumstances as demonstrated by many in our group who set up LEA.

We believe that educational benefit should be measured beyond an exclusively narrow focus on academic attainment. This is not to say that we do not measure academic ability – we do and our standards are very

high. What we do know is that children need a wider range of capabilities when leaving school and our approach to high expectations and pupil achievement reflects this.

We believe that poverty and disadvantage cannot excuse a lack of high expectations amongst our students. Consequently, we set clear aspirations on the achievements that we expect of our pupils.

We celebrate the achievements of our pupils through our reward ladder and ensure that parents are aware of this success. We keep parents informed by telephone, email, text and post, as well as invitations to annual awards and celebration evenings.

Aspirations and outcomes

The immediate catchment area draws young people from disadvantaged communities for whom English is not their first language. Our curriculum has been designed to bolster teaching time for English, Mathematics and Science. Added emphasis on the core subjects improves our pupils' chances of academic success.



Our academic outcomes support earlier academic excellence and also support alternative pathways through vocational support into apprenticeships.

Our targets

- All students make at least three levels of progress (50% make four levels of progress) between KS2 and KS4 in core Baccalaureate subjects
- GCSE results are 5% above National Average
- 50% achieve the EBacc qualification in 2019 examinations
- All students are expected to reach an attendance target of at least 96%
- All students continue with their education after leaving LEA
- 90% of parents regularly attend progress meetings relating to their child
- 90% of pupils contribute 250 hours to "Big Society"

Curriculum Rationale

LEA is based in one of the most deprived local authorities in England and Wales. The large majority of the population live in social housing and has well above the national average for Free School Meal (FSM). The vast majority of the student population is categorised as English as an additional Language (EAL).

Our curriculum therefore reflects the needs and wishes of the local population which was established during our research phase and whilst meeting individuals, groups and community and business representatives when collecting data to establish demand for the school.

It is clear from talking to parents that they want the best possible education for their children which prepares them for a good career in the local financial and business sector of London. One parent summed this up by saying "education is our only way out of poverty".

The curriculum at the LEA reflects our vision, ethos and principles.

- It encourages our students to become independent enquirers, collaborative thinkers and critical citizens.
- The curriculum includes the **core curriculum** and an **extended enrichment** curriculum for all students.
- The students follow a modified version of the National Curriculum at **Key Stage 3** with a view to supporting the students into their studies for the English Baccalaureate at **Key Stage 4**.
- At the heart of the learning is the **thematic based enterprise curriculum**.

The **core curriculum** is taught in single lessons of 50 minutes and doubles of 100 minutes from 8.45 am until 3.10 pm Monday to Friday with **Enrichment** curriculum from 3.10 to 4 pm Tuesday to Thursday.

The Enrichment curriculum gives the students an opportunity to take up an active enrichment in the form of an active PE/Healthy lifestyles curriculum such as sports and martial arts; a creative enrichment which develops their talents or expressive side; academic enrichment focusing on new learning and interventions to support bridging learning gaps.



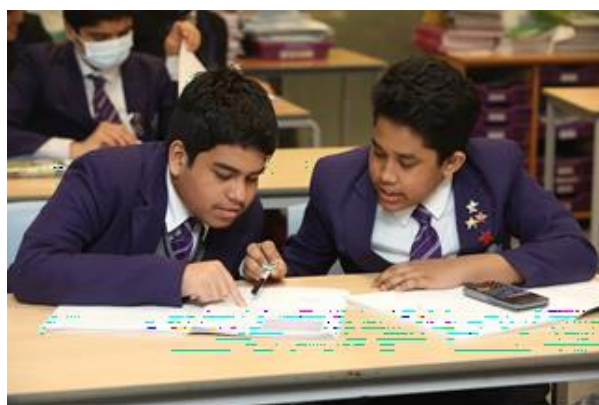
Key Stage 4

This key stage commences in year 9. The students make their option choices in year 8. We initially recommend our students to follow the subjects for the English Baccalaureate. Our range of option choices are wide, considering the small size of our school. With subjects such as Business, Economics, Art, and Sociology proving to be very popular

The three-year Key Stage 4 also gives the students a chance to deeply embed their learning. In addition, there are opportunities for students to take a range of pathways which will support and extend learning which may lead to some of the students taking GCSEs earlier and then follow an AS programme.

Our students are expected to take the following subjects:

- English
- Mathematics
- Double Science
- History or Geography (option 1)
- A Language (French, Spanish or a home language GCSE) (option 2)
- Religious Education
- Physical Education
- Citizenship
- Enterprise
- Enrichment



GCSE Results – these are results of a GOOD school

	LEA (2021)	LEA (2020)	LEA (2019)	National (2019)	Tower Hamlets (2019)
English Grade 4+	76.7%	90.6%	76%	76%	81%
Maths Grade 4+	84.9%	78.1%	74%	70%	72%
English and maths Grade 4+	73.3%	72.9%	66.4%	64.2%	64.3%
English Grade 5+	60.5%	68.8%	57.9%	44.4%*	
Maths Grade 5+	58.1%	51.0%	45.6%	39.7%*	
English and maths Grade 5+	50.0%	43.8%	38.6%	42.8%*	
EBacc Score	5.45	4.86	4.04	4.07	4.16
EBacc at Grade 4 and above	45.3%	47.9%	27%	25%	24%
EBacc at Grade 5 and above	37.2%	25.0%	16%	17%	16%
Number of Grade 9	63	52	26		
Number of Grade 8	84	61	44		
Number of Grade 7	100	80	74		
% Grades 7-9	34.4%	25.5%	16.4		

“Staff feel well supported and are proud to work at the school.” **July Ofsted 2022**

Parents' Comments

I really appreciate the schools communication regarding my child. It was nicely dealt with which I appreciated
Year 7 parent- January 2021

The pastoral side is excellent, breakfast club, school council, feels safe and cared about.
Year 9 Parent- January 2021

Thank you for all the support and help, especially the ATL department
Year 9 Parent- January 2021

The school has done a fantastic job this lockdown, far better than other schools
Year 9 Parent- January 2021

Educational wise, the school is doing good
Year 11 parent- January 2021

Everyone was given a laptop to work from during the lockdown
Year 7 parent- January 2021

The school is doing well, I am happy with the teachers and staff. They are very kind and helpful.
Year 10 parent- January 2021

The school has always supported my child well
Year 11 parent- January 2021

The school is doing well, I am happy with the teachers and staff. They are very kind and helpful.
Year 10 parent- January 2021

School Day



Year 7/8/9		
Period	Start time Monday & Friday	Start time Tuesday, Wednesday & Thursday
Advisory	8.45am	8.45am
1	9.05am	9.05am
2	9.55am	9.55am
Break	10.45am	10.45am
3	11.05am	11.05am
4	11.55am	11.55am
Lunch	12.45pm	12.45pm
5	1.20pm	1.20pm
6	2.10pm	2.10pm
7	-----	3.00pm
End of school day	3.00pm	3.50pm

Year 10/11		
Period	Start time Monday & Friday	Start time Tuesday, Wednesday & Thursday
Advisory	8.45am	8.45am
1	9.05am	9.05am
2	9.35am	9.35am
3	10.45am	10.45am
Break	11.35am	11.35am
4	11.55am	11.45am
5	12.45pm	12.45pm
Lunch	1.35pm	1.35pm
6	2.10pm	2.10pm
7	----	3.00pm
End of school day	3.00pm	3.50pm

Reasons to work with LEA

What we do to support Staff Welfare:

Small perks that make a *big* difference

- Free breakfast daily
- Free tea, coffee, fruits, biscuits for all staff throughout the day
- Free onsite gym for all staff
- Early finish on Fridays (3:20pm for teachers)
- Subsidised staff events (bowling/dinner), end of term staff celebrations (Christmas, Easter and end of year BBQ)
- Refreshments for twilight sessions
- Recognition with thank you cards, emails and announcements in staff briefing

Bigger benefits

- Small class sizes
- Only one weekly meeting for main scale teachers
- 37.5 hour working week
- Option to invite union rep or colleague to meetings to feel more comfortable
- Access to CPD based on career stage including Masters, NPQML etc.
- In house career progression and support
- Protected PPA time (Planning, Preparation and Assessment)
- Access to school psychologist
- Designated staff room for each faculty
- Admin and reprographics support
- Lower marking and lesson loadings
- Reduced data collection points from 5 to 3 per year
- Large team of pastoral staff for support
- Dedicated staff for SEN and EAL supports to Occupational Health
- Generous overtime rates



London Enterprise Academy Offer

London Enterprise Academy is able to provide our children with a phenomenal education because we employ the very best teachers and support staff who share our vision, values and behaviours. We want our employees to feel valued and offer a competitive package of benefits



National Terms and conditions

The LEA recognises National Terms and Conditions for both Teachers and support staff and annual pay awards are applied in line with national agreements



Trade Union Recognition

We strongly ensure employee relations is both positive and proactive by working effectively with Trade Unions that represent both Teachers and support staff



Teachers and LGPS Pension Schemes

Our staff are given to opportunity to contribute to the Teachers Pension Scheme (TPS) and Local Government Pension Scheme (LGPS)



Staff Development and CPD

We are committed to investing in people providing bespoke training and CPD. Our staff are encouraged and supported in career development. We offer staff opportunity to do Masters degrees and NPQ's



Well Being

Staff well-being is important to us so we offer various initiatives to promote mental and physical well-being such as free breakfast/tea/ coffee, staff residentials, weekly sports, state of the art gym as well as regular well-being meetings



Cycle to Work Scheme

As part of the Cycle to Work Scheme you can buy a bike and accessories up to £1000 and make a tax saving of up to 42% while staying fit and healthy



Family Friendly Policies

We offer an attractive entitlement for staff on maternity, paternity or planning adoption.



Discounted Gym Membership

The LEA offers discounts for staff wishing to join local or other UK gyms



Interest free travel to work loans

The LEA offers interest free loans for staff to purchase public transport season tickets to keep down the cost of travelling to and from work. We also support staff attaining local permit parking



Annual Flu Vaccinations

Annual Flu vaccinations are free to all staff



Reducing Workload

To reduce workload we have for example small class sizes, display & reprographics support, low lesson allocation than union recommendations and we pay generous overtime rates for revision classes



Job Advert



Data and Exams Officer

Closing Date: 14th December 2022

Job start February half-term or as soon as possible (by negotiation)

Interviews 16th December 2022

Salary: £26,625 - £31,365 (Depending on experience and qualifications)

Contract type: Term time plus 2 weeks (37 hours a week, pro-rata)

Contract term: Permanent

London Enterprise Academy is a Free School at the heart of London's vibrant East End. The Academy opened in September 2014 with year 7's only, in a former glass office block, which is fully renovated to a high standard. The Academy will grow to six hundred students aged 11-16 when fully operational and will provide a stimulating education and personalised curriculum within a supportive environment. All of our students will be encouraged to stretch themselves to achieve their potential.

At the heart of our vision is to create a truly outstanding free school delivering the very best educational opportunities, nurture academic excellence and enhance ambition in all its pupils. We aim to inspire the next generation of professionals and entrepreneurs from diverse backgrounds.

We now have Year 7, 8, 9 and 10 pupils and are seeking a dynamic personality to be responsible for strategic planning including financial, personnel, health & safety, estate and lettings and to ensure that the school makes the best possible use of resources available.

Applicants with experience of working in the education sector are welcome as are those with a business background.

The ability to lead a large, multi-disciplinary team is essential. The post-holder will be an active member of the Leadership Team of the school.

Potential candidates are encouraged to **visit our website** www.londonenterpriseacademy.org for application packs or call Olivia Ahua (PA to Principal) with any questions on **02074260746** or email Olivia.ahua@londonenterpriseacademy.org and visits can be made by contacting the school.

Closing date for applications: 14th December 2022

Interviews will be held on 16th December 2022

London Enterprise Academy is committed to safeguarding and promoting the welfare of all our students. All staff working within our academy are expected to share this commitment, complete statutory and additional safeguarding training and be familiar with our policies and procedures.

London Enterprise Academy
Job Description: Data and Exams Officer

Salary Scale: £26,625 - £31,365 (Depending on experience and qualifications)
Term time plus 2 weeks (pro-rata)



Purpose:

In liaison with the School's Senior Leadership Team provide assistance and support in strategic management of whole school data and provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems. Be responsible for the efficient administration, organisation and management of internal and external examinations.

Reporting to: SLT (Data & Assessment), Business Manager

Working Hours: 37 hours per week, Term Time plus 2 weeks

MAIN DUTIES AND RESPONSIBILITIES:

1. To be responsible for the effective administration of collection, collation, processing, distribution and analysis of data. To provide these services to a high standard, liaising with colleagues throughout the school
2. To be responsible for the administration of the whole examination process including managing an invigilation team
3. To follow guidelines and procedures laid down by examination board and the Joint Council for Qualifications
4. Work with SENDCO to ensure all access students are fully supported where necessary
5. To take responsibility for their own professional development and to offer support to the SLT and staff in improving ICT and information handling skills
6. To ensure the prompt and accurate completion and return of statistical data returns for external agency
7. To prepare statistical analyses from examinations and internal assessments, to share with SLT, staff and students and for all other reporting requirements including press, prospectus, and governors' reports
8. To ensure the completion of data checking exercises on results as required by external bodies
9. To ensure that staff have all the comparative data they need to perform in-depth results analysis in an accessible format
10. To ensure that student tracking is up to date throughout the academic year and across all key stages
11. To ensure the production and distribution of data from a variety of sources, e.g. ALIS, Raiseonline, FFT, Assessment Manager, DISCOVER
12. To contribute to the strategic appropriate usage of data within school
13. Establish mark sheets, create templates and ensure timely completion for review deadlines for internal assessment and examinations
14. Calculate and input target data for individual students
15. Ensure the appropriate duplication and distribution of interim reports for HoLs and SLT and final reports home for parents
16. To assist the Assistant Principal with the appropriate analysis of attainment data
17. Ensure the timely and effective input of data about students upon entry to the school and to maintain this data at regular intervals during their study
18. Ensure that staff have all relevant information available through SIMS at the start of the academic year
19. Liaise with colleagues to ensure the accuracy of data held about a student, such as Care plans, FSM, Pupil Premium

20. To keep up to date with developments within SIMS and for other systems
21. Develop the use of SIMS Assessment Manager
22. To organize daily staff absence cover
23. Manage casual invigilators and other appropriate staff related to exams and data
24. To work as part of the school office team and assist the Office Manager in general office duties as and when required

General

25. To be aware of and comply with all school policies and procedures in particular relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate senior member of staff.
26. To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
27. To contribute to the school ethos, aims and development/improvement plan.
28. To work as part of a team, appreciating and supporting the role of other people within the team.
29. To attend and participate in meetings as required.
30. Participate and contribute to you annual performance management review and learning needs

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person Specification- Data and Exams Officer

	Essential	Desirable
Qualifications	GCSE or equivalent in English and Mathematics C grade or above	Formal further education qualification and /or degree in relevant discipline
Experience	<ul style="list-style-type: none"> • Experience of working with the general public • Experience of working in a data management environment • Experience of managing and developing data systems, such as SIMS • Experience of producing accurate data for reporting and assessment (desirable) • Experience of forming and maintaining relationships • Information gathering and analysis • Examination process 	<ul style="list-style-type: none"> • Working in an educational environment • Experience of good customer services in a busy environment • Experience of managing staff
Skills	<ul style="list-style-type: none"> • Excellent IT skills (MS Excel) • Ability to focus on detail and accuracy when compiling reports • Excellent range of communication skills when working with pupils, staff, parents and other stakeholders (phone, face to face, letters, emails, etc.) • Excellent organisational and planning skills including the ability to be flexible in order to achieve targets • Ability to work to deadlines • Ability to form good working relationships with colleagues and external clients • Enthusiastic, innovative and forward-looking 	<ul style="list-style-type: none"> • Leadership skills • Ability to work with and lead a diverse team of staff • Sense of humour • Knowledge of school timetable • Knowledge of statutory data reporting requirements • Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/ discussion

This post is subject to an enhanced DBS disclosure.

The post holder must be committed to safeguarding the welfare of children.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, as a founder member of staff in a start-up academy, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.

November 2022



Contact us

For more information or to apply to London Enterprise Academy:

Please visit our website at www.londonenterpriseacademy.org

email us at info@londonenterpriseacademy.org

or telephone us on **020 7426 0746**

School address: **Aneurin Bevan House, 81-91 Commercial Road,
London, E1 1RD**

**Pupils are making sustained
progress towards their targets.**

Ofsted 2017