



BICESTER LEARNING ACADEMY

APPOINTMENT OF Student Support Manager

Bicester Learning Academy, Bicester, Oxfordshire, OX26 4RS





THE VACANCY

An exciting opportunity has arisen to join Bicester Learning Academy as a **Student Support Manager** from September 2018.

This is a permanent post, working 37 hours per week, 39 weeks per year (term-time only plus inset days). The starting salary is currently £23,398 pro rata per annum (this equates to £20,266.27 per annum for the weeks worked).

The successful candidate will need to have:

- Good standard of general education including Maths and English GCSE C or above (or equivalent qualification).
- Previous experience of working with children of secondary age.
- Knowledge of issues related to safeguarding children in school.
- Understanding of whole school processes, policies and procedures.
- An awareness of school policy documents and pastoral systems.
- Good listening and communication skills.
- Excellent organisational and time-management skills.
- Computer literacy.
- An awareness of responsibilities for health and safety of themselves and others.
- Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.
- A commitment to safeguarding children.

Further details and an application form are available on the Academy website:

www.bicesterlearningacademy.co.uk

Please contact Human Resources with any questions:

Tel: (01869) 362697

Email: recruitment@thecooperschool.co.uk

**Closing date for receipt of applications:
Monday 14th May 2018, 4pm**

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





JOB DESCRIPTION

Job description:	Student Support Manager
Grade:	8
Working hours per week:	37 hours
Working weeks per year:	39 weeks
Permanent/Temporary:	Permanent.
Principal place(s) of work:	The Cooper School but the post holder will be expected to work flexibly across all Academy sites
Immediate line manager:	Director for Inclusion
Staff managed:	None
Job Purpose:	To deputise for the Assistant Headteachers and Heads of Years in managing, monitoring and leading the safeguarding and wellbeing support offered to students in their particular house.

Main Duties/Responsibilities:

1. Supporting students and the School

- To deputise for the designated lead for safeguarding by coordinating services from external and internal agencies, monitor their service and any follow up actions that are required. These agencies include the MASH, Early Intervention Hub, PCAMHs, Children and Families Assessment Team, Home/School Link Worker, School Counsellor, Education Coach, Virtual School for children who are looked after, Police Liaison Officer, School Nurse, hospital service as well as any other relevant service or professional;
- To deputise for the designated lead for safeguarding in Child Protection Conferences and Child in Need meetings as a statutory representative for the school, and complete any preparatory documentation;
- To represent education by being Lead Professional for Team Around the Child/Family service, this includes the coordination of the service;
- To prepare and compile the Common Assessment Framework (CAF) for students and their families requiring additional support;
- To support in Personal Education Plan (PEP) meetings for Children who are Looked After;
- To be the first point of contact for parents; either by phone, email or face to face meetings, to address sensitive and delicate situations (such as self-harm, hygiene issues and inappropriate behaviour);
- To be the first point of contact for students regarding safeguarding issues, emotional concerns and any behavioural issues;
- To advise teachers and other school staff (including HLTAs) about the needs of the students, especially the most vulnerable students;



- To mediate between students and teachers for challenging situations;
- To mentor and academically coach allocated students in Year 11 in the run up to exams;
- To mentor and monitor the anxious or vulnerable students from all year groups in times of need; including the distribution of time out cards;
- To support the year group teams with the investigation of incidents and the collation of information and then evaluate the findings and determine actions in line with the school's behaviour policy.
- To maintain records in line with the Schools safeguarding guidelines.
- To assist the Transition Support Officer in the Year 6 transition process; including primary visits and presentations as well as meetings/interviews with families and supporting on transition day and open evening.
- To arrange home visits for vulnerable families including school refusers.
- To complete risk assessments for vulnerable students or for those with a temporary medical need such as being on crutches
- To attend PDC and year group meetings and support the year group teams for fund raising and for school trips.

2. Additional duties

- To be aware of their responsibilities for health and safety for themselves and others
- To provide a commitment to safeguarding the welfare of children

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

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSON SPECIFICATION

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Good standard of general education including Maths and English GCSE C or above (or equivalent qualification). 	
Experience	<ul style="list-style-type: none"> • Previous experience of working with children of secondary age 	<ul style="list-style-type: none"> • Experience of organising, running or assisting with extra-curricular activities
Relevant knowledge	<ul style="list-style-type: none"> • Knowledge of issues related to safeguarding children in school. • Understanding of whole school processes, policies and procedures. • An awareness of school policy documents and pastoral systems. 	
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Good listening and communication skills. • Excellent organisational and time-management skills. • Computer literacy. 	
Other	<ul style="list-style-type: none"> • An awareness of responsibilities for health and safety of themselves and others. • Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. • A commitment to safeguarding children. 	



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.


Email: recruitment@thecooperschool.co.uk

or by post to:

Human Resources
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS





	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.


Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.