



# **Information Pack**

**Dean of Students  
(Term Time Only)**

**Oasis Academy Silvertown**



Dear Applicant

Thank you for your enquiry regarding the position of **Dean of Students** at Oasis Academy Silvertown.

Oasis Academy Silvertown is a successful secondary academy in the Royal Docks area of East London. Oasis Silvertown received its first Ofsted Inspection in May 2017 and were delighted to be awarded "good" with **3 "outstanding" judgements for Leadership and Management, Personal Development, Behaviour, Welfare and Student Outcomes**. We have an ambitious mission statement for all our students: Ready for University. Ready to Lead. Our mission is underpinned by our core values, which staff and students hold: Be proud, be professional, be nice, be independent, and be resilient. We are seeking an exceptional leader with untiring dedication, positivity and initiative to assist in the further development and growth of our Academy.

This is an exciting opportunity to become part of a high performing team who are passionately committed to securing the best possible life chances for the young people of Silvertown. This role will require huge amounts of resilience, perseverance for the long haul and a constant drive for innovative excellence. However, this is also a role that will be incredibly rewarding and will offer exciting progression for the future.

If you would like to apply, please complete the Application Form (CVs are not accepted). Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about OAS, please see our website <http://www.oasisacademysilvertown.org> and [twitter](#) page.

If you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

Please be aware that the deadline for this role is **9.00 am on Wednesday 17<sup>th</sup> October 2018**.

Interview date for this role will be on **Friday 19<sup>th</sup> October 2018**.

Completed forms should be returned to Anna DuCran, PA to Principal & the Leadership Team.

Email: [recruitment@oasisilvertown.org](mailto:recruitment@oasisilvertown.org)

Post: Anna DuCran  
Oasis Academy Silvertown  
Rymill Street  
London E16 2TX



I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours Sincerely

A handwritten signature in black ink, which appears to read "Alexander Lewis", is positioned below the "Yours Sincerely" text. The signature is fluid and includes a long horizontal stroke at the end.

**Alexander Lewis**  
**Acting Principal**



## Job Description

<b>POST:</b>	Dean of Students (Term Time Only)
<b>START:</b>	ASAP
<b>RESPONSIBLE TO:</b>	Assistant Principal
<b>RESPONSIBLE FOR:</b>	Ensuring appropriate expectations of student behaviour while at school. This includes student supervision, guidance and discipline, as needed.
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; Heads of Faculty; relevant teaching and support staff; LA representatives; Academy Council members; other Oasis Academies and Oasis Community Learning central staff
<b>SALARY:</b>	SCP 31-35 (£29,517 – £32,628 Outer London) pro-rata+ Government Pension Scheme.
<b>LOCATION:</b>	Oasis Academy Silvertown.
<b>WORKING PATTERN:</b>	37 hours per week
<b>DISCLOSURE LEVEL:</b>	Enhanced

### JOB PURPOSE:

- The Dean of Students is responsible to the Academy Leadership Team for ensuring appropriate expectations of student behaviour while at school. This includes student supervision, guidance and discipline, as needed. The Dean of students is responsible, under the guidance of the Academy Leadership Team, for the day to day behaviour management within the academy.
- The Dean of Students is expected to provide leadership on issues of routine and ritual implementation, behaviour and parental involvement. The overarching goals of the position are to encourage and support positive student alignment and behaviour and to engage parents in the success of their children, when needed.

## **SPECIFIC RESPONSIBILITIES:**

### **Behaviour management and implementation of rituals/routines**

- To encourage, support, and compel students within the academy to engage in positive behaviours
- To assist the academy staff in creating a strong, disciplined, formal and achievement oriented academy culture
- To be responsible for effective follow-through around school culture and student discipline
- To work closely with departments and teams to ensure that students demonstrate positive behaviour and that the teams are fostering the right culture
- To support the leadership team of the academy in ensuring at the beginning of the year teams successfully train and inspire all students for a new year and that the messages, mantras, and routines outlined for the academy are understood and are maintained throughout the year
- To support teachers with students who are being disruptive in class, removing students (as necessary) and assigning appropriate consequences
- To work closely with the academy leadership team to ensure consistency in formation and discipline across the school
- To problem solve with teachers around especially challenging students or behaviours, identifying the antecedents of poor behaviour and developing plans to support more positive behaviour including behavioural contracts
- To develop special relationships and behaviour plans with those students who need help by coaching, supporting, and compelling these student towards increasingly positive behaviour
- To develop and implement effective intervention programmes with identified students from the cohort and regularly evaluate the effectiveness of these.
- To implement the academy attendance and punctuality policy and procedures, taking swift action for any drops and putting appropriate support measures in place.
- To promote excellent attendance and punctuality by maintaining a high profile through rewards, assemblies and displays where appropriate.
- To lead the learning coaches for the cohort and quality assure their work, providing support and challenge where appropriate.
- To be a highly visible and effective presence around the academy at break, lunchtimes, transitions, extra-curricular and evening events.
- To support the work of the academy leadership team in engaging positively with parents, providing regular opportunities for parents to engage with the life of the academy and access support.

### **Line Management Responsibilities**

- To be responsible for the day-to-day management of the team of learning coaches and for monitoring and tracking the quality of daily learning coaching time, providing support and challenge where necessary.

### **Other Duties**

- To complete any other duties as directed by the Principal
- To be a model for the staff for effective student discipline
- To personally demonstrate the persistence, insistence, and consistence necessary to inspire positive behaviour
- To actively preach and teach the Silvertown “Be”s during countless “teachable moments”
- To supervise break and lunch and the small school during lessons.

### **Parental and community engagement:**

- Proactively and positively engage parents in furthering their child’s education and the success of the small school, including:
- To develop a plan for parental involvement, including specific goals and strategies to organise and participate in parent orientation activities that inspire, inform them of their responsibilities and the incredible value of their full support and participation
- To proactively engage parents who are not involved, to inspire them to support their child and the school, and to hold them accountable for upholding the home-school agreement
- To proactively communicate with parents through periodic “check in” calls or emails to address parent concerns as they arise
- To provide the necessary support to the small school administrator, including:
- keeping and using accurate information/data about student behaviour
- Keeping accurate detention and exclusion records and ensuring that parents and teachers receive notification about all exclusions.

### **Leadership and Management of the Student Cohort**

- To work with the leadership team to problem solve all major areas of school concern and to plan, short-term and long-term, for school success
- To listen and respond to problems/concerns identified by teachers and parents and to be thoughtful in designing solutions
- To serve as a role model of the professional values of the Oasis Silvertown and the small school
- To implement a system for the regular collection of behaviour and attendance data and to monitor progress of student behavioural alignment

### **Other**

- To undertake any other duties as directed by your line manager or the Principal.
- To undertake professional development and training activities as appropriate.
- To attend staff meetings, development days and other meetings as directed by Senior Leadership Team.
- To respect confidentiality at all times.



- To act in accordance with the Equal Opportunity Policy, Health and Safety Policy and confidentiality guidelines.

### **Health and Safety Statement**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

### **Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



The postholder may be required to work some hours after school and evenings in order to support events attended by parents.

Time will be given in lieu as appropriate taking consideration the needs of the school.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	





# Dean of Students

## Person Specification

### Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

### Qualification Criteria

- Qualified degree or above
- Right to work in the UK

### Experience

- Demonstrable experience of having significantly raised attainment
- Experience of understanding how to improve and sustain an effective behaviour policies in a challenging school
- Experience of having worked to support the significant success of others.

### Skills and Attributes

- Alignment with Oasis Silvertown's vision
- Relentless drive to do what it takes to ensure all students succeed.
- Ability to instill and ensure high expectations
- The courage and conviction to make a difference
- Develop and communicate a shared vision
- Model desired behaviour and values.

## **BEHAVIOURS**

### **Leadership**

- Understands their own contribution to the academy as a whole
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### **Vision and strategy**

- Vision aligned with Oasis's and Silvertown's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Ability to use data to inform and diagnose weaknesses that need addressing.

### **Leading the Learning**

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

### **Leading External Relationships**

- Can skillfully manage and maintain effective working relationships with parents and other stakeholders.

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training