



# HOE VALLEY SCHOOL

## INCLUSION & STUDENT ENGAGEMENT SUPERVISOR

### JOB DESCRIPTION & PERSON SPECIFICATION

#### THE SCHOOL

*"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."*

Hoe Valley School is:

- An oversubscribed secondary School that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7,8 and 9 and planning for our future students in years 10, 11 and beyond
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the national curriculum offering an extended day allowing time for additional Maths, English and Science along with time for all students to complete their homework during the compulsory day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- Currently located in the green space of Woking Park close to Woking Town Centre and Station
- Moving to a state of the art new School in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings and ultimately by trusting our staff to deliver excellent outcomes

#### THE ROLE

We are looking for an enthusiastic, proactive and determined candidate to lead on designing and sustaining excellent systems and structures to promote outstanding behaviour for learning.

The successful candidate will be responsible for working therapeutically and with a holistic approach to support and progress students' behaviour and attendance. He/she will reporting to the Heads of Year on behaviour patterns and working with external agencies and families to build a culture of excellent behaviour.

Student behaviour at Hoe Valley School is impressive. Students behave well in lessons and around the school site, however, there are a small number who need further support in managing their own behaviour and understanding the impact of their behaviour on their own health and wellbeing. These students are included in a separate space where they need to follow the same curriculum as their peers whilst also receiving restorative work to ensure a successful reintegration. Students are only referred to the inclusion room by Heads of Year or SLT and this is always arranged in advance.

The role is full-time, term time only with preferred working hours of 8.30 - 5.00 pm daily.

## **CORE RESPONSIBILITIES**

- Establish and develop a student inclusion room within the school and manage the supervision of students within that room
- Provide pastoral support and guidance to students within the room and assist in their behavioural, emotional & social development
- Coordinate the inclusion room curriculum and procedures for staff to follow
- Ensure high levels of consistency across all teachers who are responsible for supplying curriculum work to the students in the Inclusion room
- Implement agreed learning activities/teaching programmes, adjusting activities according to learner responses/needs
- Record statistics of usage to evaluate effectiveness of inclusion and monitor behaviour trends to ensure a strategic and preventative approach is taken to managing student behaviour
- Visit lessons regularly to support students who have had a history of not meeting expectations
- Provide regular comprehensive updates on behaviour, seeking advice and guidance where required
- Keep up to date records of all behaviour incidents and follow up on all reported incidents
- Manage effective record keeping systems reporting the impact of interventions and improvement of behaviour.
- Provide data dashboard reports to the Senior Leadership Team
- Analyse the effectiveness of all behaviour systems in school Development of student /staff programmes of support
- Arrange and develop 1:1 and small group mentoring and provide support for students through engaging programmes to raise self-esteem, promote good behaviour and increased levels of respect
- Provide targeted pastoral support and guidance to students and assist in their behavioural, emotional & social development
- Offer guidance to staff in planning, evaluating and adjusting teaching & learning approaches to take account of the behavioural needs of students in and out of internal exclusion
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to more effectively manage their behaviour
- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns
- Ensure the environment and displays are conducive to learning

## **Behaviour and Safety**

- To collaborate closely with parents to ensure that they are aware of their child's progress, engaged in their development and in supporting them in their vision for the future
- To ensure the absolute safety of all students on and off site
- To model and enforce excellent standards of behaviour within and beyond the faculty
- To monitor students achievement, attendance, uniform, punctuality and behaviour and to respond promptly to issues in line with the school's policies
- To participate in the School's pastoral system as required

## School Improvement

- To embody the School's values both on and off site
- To take on any other duties as reasonably required by the Senior Leadership Team

As a new School, job roles will evolve as the School grows. The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

## PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
<b>Qualifications &amp; Competencies</b>		
A good standard of education i.e. minimum of 5 GCSE's at A*- C including English and maths or equivalent	Evidence of other relevant CPD qualifications	Application form
	DSL qualified	Application form
	Training in Behaviour and Social support of young people	Application form
<b>Experience</b>		
Experience of working with young people who display high behavioural needs		Application form & interview
Experience of supporting and engaging young people in order to ensure access		Application form, interview & reference
Experience of enabling children and young people to overcome barriers to learning and achievement		Application form & interview
Experience of working effectively with families		Application form, interview & reference
	Experience of inter-agency working	Application form, interview & reference
<b>Skills and Attributes</b>		
Alignment with HVS Values:  C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect  I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work  R – Resilience: Not giving up when times are tough, demonstrating endurance  C - Community : A strong sense of responsibility to the community to		Application form, interview & reference

improve the quality of the local environment for its residents  L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively  E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Ability to establish appropriate and effective nurturing relationships with young people		Application form, interview & reference
Demonstrate high-levels of emotional intelligence and be skilled in conflict resolution and de-escalation techniques		Application form, interview & reference
Knowledge of the range and type of interventions available and able to apply these appropriately in the context of the School's resources and the individual student		Application form, interview & reference
Ability to de-personalise behaviour, remain calm, ensure every day is a fresh start for students		Application form & interview
Confident in the ability to deal with challenging parents and students, having difficult conversations relating to students' behaviour		
Ability to work proactively on own initiative and effectively as part of a team		
Ability to empathise and understand students' development and needs		Application form & interview
Excellent communication and interpersonal skills, written and verbal with a high level of accuracy in written work and data entry		Application form & interview
<b>Safeguarding</b>		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		