

CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

HOUSE LEARNING COORDINATOR INFORMATION FOR CANDIDATES

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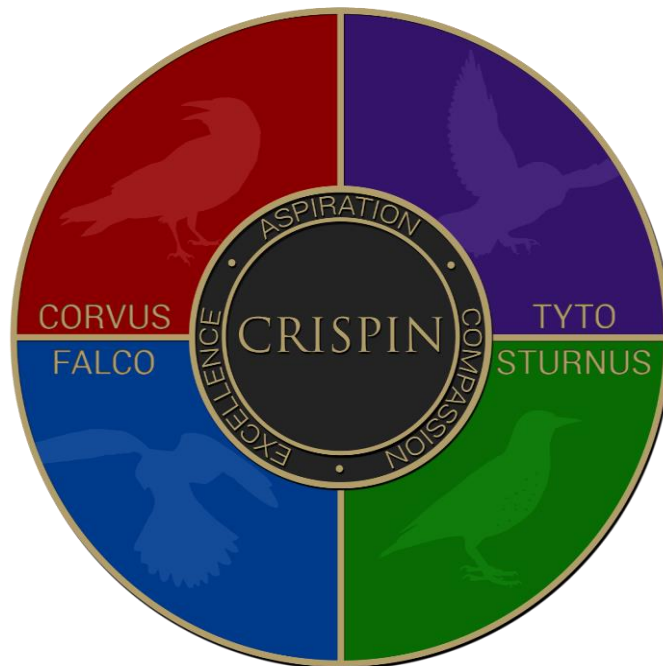
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LETTER FROM THE HEADTEACHER

Thank you for your interest in the post of House Learning Coordinator at Crispin. This is a fantastic opportunity to work in a collaborative, supportive and happy House System. Crispin has high expectations of all members of our community and we believe in challenging and supporting students to achieve their very best. It is also important to state that Crispin has a very strong safeguarding culture which we would expect potential colleagues to wholeheartedly support. You will find a range of details about this post in this information booklet. Should you require any further information, would like to discuss the post with me or would like to visit Crispin before an application, do not hesitate to contact Caroline Spurway, by email (CSpurway@educ.somerset.gov.uk).

The post is a really exciting one and would be a great opportunity for the right candidate. We would genuinely welcome applications from colleagues whatever their previous experience. We realise that candidates will have a range of skills and experience and we would fully support the successful candidate to develop professionally. Above all else you should be:

- A reflective and caring individual.
- A colleague who always seeks to maximise the success and happiness of students.
- A colleague with the highest expectations for what all members of the school community are capable of.

Crispin has a strong reputation, a sharp focus on learning and colleagues are really positive about the students they teach from the surrounding community.

To apply for this role either complete the Support Staff Application Form in the Vacancies Section on our website or simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

I look forward to receiving your application.



Paul Reddick
Headteacher



ADVERT

House Learning Coordinator

Monday to Friday 08:30-15:45 less 30 minutes for lunch, term time only (38 weeks) plus two training days. Salary from £14235 pa.

This is a fantastic opportunity to work as a House Learning Coordinator in a collaborative, supportive and happy House System. Are you driven by the desire to ensure students progress as well as possible? If so then we would love to hear from you.

Please read on to find out more information about Crispin and how to apply for the role. In addition, for a more comprehensive insight into Crispin and the role itself, including Job Description, Personal Specification, Letter from the Headteacher and an overview of the House System at the school, please download the Applicant Information Pack from TES.com or our website.

Crispin is a friendly, inclusive and highly successful school of 1030 students. It is rated as 'good' in all areas and many strengths were highlighted in our recent Ofsted report (October 2017). Students at Crispin achieve very impressive examination results and the school has a strong reputation. The results in 2018 were very impressive and student outcomes are consistently high. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. We are looking for a committed and inspirational House Learning Coordinator to join our highly successful team.

Closing date for this post: 12 noon 10 December 2018.

To apply for this role either complete the Support Staff Application Form in the Vacancies Section on our website or simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

Crispin is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

DEPARTMENT INFORMATION

The House System at Crispin School

Crispin introduced a House system in September 2017. We currently have four Houses with ten vertical tutor groups in each. The Houses have all been named after bird genus': Corvus, Falco, Sturnus and Tyto. The response to the vertical system has been overwhelmingly positive from all members of the Crispin community.

The vertical tutoring system has allowed our students to associate with, and learn from, other cohorts of students and this has aided our ability to develop student leadership and extend peer relationships. The ethos of the vertical tutor group system is centred on belonging. All aspects of the House system have been established so that students feel happy, supported and challenged by their House family.

Students attend tutor time each day and have a House assembly once a week lead by the Head of House or members of the Senior Leadership Team. Each House has a robust programme for tutor time activities with emphasis placed on academic mentoring and PiXLEdge project development. Each House had a student House Captain and Vice House Captain as well as nominated students serving on the House Council.

Each Head of House works closely with a House Learning Coordinator (HLC). The HLC supports the Head of House to ensure the smooth and successful leadership of the House. The role of the HLC is to support with administrative tasks and trouble-shooting any pastoral issues that occur during each day including making first contact phone calls to parents and carers. The monitoring of attendance, behaviour and progress data is an essential part of this role.

The role of the Head of House is to support and develop the aspirations of each student in the House to be the best that they can be. Heads of House monitor progress and student conduct closely and work with the tutor team to direct interventions where needed. It is vital that the successful candidate has an understanding of all of the multi-agency connections necessary to fully support students and their families.

Each House is also supported by a House Senior Link who line manages each Head of House and supports them to ensure each House works as effectively as possible.

In essence, we require a member of staff with the students' best interests at heart at all times. They need to be a creative thinker who demonstrates resilience with regards to problem solving. Ensuring the safeguarding of students is as effective as possible within the House is essential to this role.



WELCOME TO STREET

Crispin is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer and its headquarters is still in Street. Much of the Street site now houses the popular and thriving designer outlet shopping complex of Clarks Village.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being near to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol, Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to the Dominican Republic! There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title:	House Learning Coordinator
Purpose:	To support the Head of House in the leadership of the House to remove barriers to learning and support the progress of students
Reporting to:	
Liaising with:	Heads of House, other House Learning Coordinators, House Tutors, other members of the Student Support Department, Headteacher, Deputy Headteacher, Assistant Headteachers, Teaching Assistants, relevant non-teaching support staff, parents, Education Attendance Officers, external agencies
Working Time:	Full time
Salary/Grade:	Grade 13 salary from £14235
Disclosure level:	Enhanced
Main (Core) Duties:	

To work with the Head of House to:

- Be responsible for the personal and academic developments of students in the House, so that they develop their personalities, talents and qualities, and stretch their abilities to the full.
- Be responsible for the impact of student conduct and attendance on the educational progress of students within the House.

Operational/Strategic Planning:

- Assist with the day to day management, control and operation of pastoral provision within the House.
- Link with the Head of House to ensure that the work in the House fully reflects the school's distinctive ethos and mission.
- Liaise with the Head of House, SLT link, SENCo, Pupil Premium and Gifted and Talented Coordinator to promote effective learning for all subgroups across the House.
- Liaise with parents in order to keep them fully informed of their son's / daughter's achievements.
- Produce data to support the progress of the House.

Student Achievement:

- Assist with the monitoring and support for the overall progress and development of students within the House.
- Assist with the monitoring of student attendance, progress and performance in relation to targets set for each individual; ensuring follow up procedures are adhered to and that appropriate action is taken where necessary.

Student Welfare and Development:

- Enforce the school's uniform policy and support Head of House by ensuring all students in the House have signed their Home-School Agreement.
- Ensure Conduct Reports are followed at tutor, Head of House and SLT level for all students in the House.
- Develop Positive Engagement Plans for all students on SLT report.
- Liaise with Head of House/ SENCo to prepare Pastoral Support Plans (PSPs) for all appropriate students within the House and to circulate them to all relevant staff.

JOB DESCRIPTION (CONTINUED)

- Meet with parents and external agencies to ensure EHAs are in place for all Tier 3 students as appropriate.
- Monitor implementation of rewards system and champion the House.
- Help with the management of the sanctions system under the Readiness to Learn policy working restoratively at all times.
- Liaise with Lunchtime Supervisors over the supervision and conduct of students within the House at lunchtime and take action over poor behaviour.

House Ethos and Identity:

- To organise and chair meetings of the House Council Representatives. To report back to the Head of House and Assistant Head (Pastoral).
- To celebrate the successes of students in your House.

Quality Assurance:

- To contribute to the school procedures for tutor period observation.
- To attend weekly briefing meetings of the Heads of House and House Learning Coordinators to ensure consistency across all Houses in the school.

Management Information:

- To ensure the maintenance of accurate and up to date information concerning the House on the management information system (SIMS).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder. 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 required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour 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, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Description	Method of Assessment
Qualifications <u>Essential</u> <ul style="list-style-type: none"> Strong English, Mathematics, ICT and communication skills <u>Desirable</u> <ul style="list-style-type: none"> First Aid at Work certificate 	Application form Interview Certificates
Experience <u>Essential</u> <ul style="list-style-type: none"> Experience of working with children/young people from 11-16 Good communication skills and the ability to work as part of a team Ability to help resolve conflict and deal sensitively with difficult situations, adopting restorative solutions Ability to be reliable, resourceful and take the initiative Ability to balance priorities and changing demands under pressure Ability to work independently within agreed boundaries <u>Desirable</u> <ul style="list-style-type: none"> Some experience of working with children and young people with complex needs 	Application form Interview
Personal Knowledge and Skills <u>Essential</u> <ul style="list-style-type: none"> An understanding of the principles of inclusion A commitment to promoting equal opportunities and meeting individual needs Awareness of confidentiality Competent personal skills in dealing with young people Commitment to helping every student achieve his/her potential Ability to work as part of a team. Able to manage time effectively. Ability to be flexible to the needs of the children. Effective communication, interpersonal and organisational skills. Ability to use ICT to support students' learning. An ability to work with a wide range of colleagues including senior leaders. 	Interview References

PERSON SPECIFICATION CONTINUED

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community.
- Respect and value diversity and promote equality.
- Promote and model mutual respect.
- Commitment to inclusive education.
- Understand responsibilities related to children's safety and welfare.
- Strong commitment to the use of restorative justice.

Interview

Personal Qualities

Essential

- Crispin is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.
- Empathy for children with special needs.
- Patience, empathy and compassion.
- Positive attitude to student development.
- Good time management and organisational skills.
- A genuine interest in children and young people and a willingness to support and assist them towards independence.
- Good communication skills, flexibility, accuracy, ability to prioritise workload, strong organisational ability.
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers.
- Ability to identify own training and development needs and willingness to address them.
- Ability to stay calm under pressure.
- The ability to speak fluent English

Interview
References

Desirable

- Possess an excellent sense of humour

Crispin School, Church Road, Street, Somerset, BA16 0AD

Tel: 01458 442714 **Email:** office@crispinschool.co.uk **Web:** www.crispinschool.co.uk

Headteacher: Paul Reddick BA (Hons), MA, MA Ed