



360° Year Team Manager
INFORMATION PACK FOR CANDIDATES



Dear Applicant

Thank you for your enquiry regarding the position of **360° Year Team Manager** at Oasis Academy John Williams.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the Application Form – (CVs are not accepted) and return it to Claire Warren, HR Officer, by either of the following ways:

Email: hr@oasisjohnwilliams.org

Post: Oasis Academy John Williams
Petherton Road
Hengrove
Bristol
BS14 9BU

The closing deadline for applications is no later than **9am Monday 4 June 2018**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held week commencing **w/c 4 June 2018**. If you have not been invited to attend by **6 June 2018** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyjohnwilliams.org, or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

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, appearing to read 'Claire Warren', is positioned above the printed name.

Claire Warren
HR Officer

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are 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

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or other relevant investigating bodies.

Job Description

360° Year Team Manager

Post:	360° Year Team Manager	Salary:	BG10 (SCP 30 - 34) £26,822 - £30,153 Pro rata term time only Actual Salary £22,808 to £25,641
Location:	Oasis Academy John Williams	Working Pattern:	Full time – Term Time only
Disclosure Level:	Enhanced		

Job Purpose:

With the Raising Standards Leader for your Year group(s), to work holistically and preventatively to ensure that students are supported to achieve. To promote learner well-being and attainment by providing 360 degrees of care, support and challenge for the students and families within your year group(s). To promote positive attendance and punctuality through the Academy Attendance strategy and provide professional support to vulnerable groups and their families to include access to multi-agency support.

Responsible to:

- The Principal
- The Vice Principal – Educational Outcomes and Head of Department/Faculty for the curriculum area delivered
- The Vice Principal – Personal Development, Behaviour and Welfare and Year Team Raising Standards Leader in matters relating to the role of Learning Mentor
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Additional: Key Relationships

- Academy Leadership Team
- Teaching & Support Staff from OAJW and other Oasis schools
- Our Students
- Our Parents/Carers
- External agencies

Specific Responsibilities

- To be the first point of contact for students and their families within your year group(s), providing appropriate information as required to relevant Academy staff, students and parents
- To support students through key points of transition
- To maintain positive and regular Academy – Parent – Student communication
- To respond to any “routine” duty referrals for students within your year group(s), to manage and investigate an issues arising and ensure that appropriate actions are followed through
- To coordinate Restorative Justice interventions
- To support the Academy’s Culture for Learning policy, working with RSLs to gather evidence and information and respond swiftly and appropriately using rewards and sanctions
- To maintain the Bullying Log for your Year group(s) and coordinate anti-bullying activities
- To work with individual students and their families when issues from home are affecting or likely to affect their performance/attendance/behaviour at the Academy
- To promote parent voice through regular parent drop in sessions and focus groups for your Year group(s)

- To analyse data from a variety of sources to inform, implement and monitor systems and practice which secure good patterns of attendance and punctuality in your year group(s)
- To carry out the statutory responsibilities in relation to attendance across your year group(s) by using a variety of strategies and following a case management system
- Ensure maintenance of accurate student records in a variety of formats (spreadsheets, databases etc.) and full compliance with Data Protection and Freedom of Information regulations.
- Ensure that all liaisons with external agencies are appropriate to need and effective to support the personal and educational development of learners, including those students considered being “at risk”.
- To engage in multi-agency forums, acting as Lead Professional for students in your year group(s) as necessary
- To administer first aid to students and staff who may be injured or are unwell during the course of the school day.
- Any other such duties as may, from time to time, be reasonably required by the Principal

Safeguarding Children

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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.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level. or DipSW, youth work or teaching qualification or • Professional qualification or ability to demonstrate competency through proven experience in a similar role. • First Aid at work trained or equivalent or be willing to undertake the training. 	
Experience	<ul style="list-style-type: none"> • Experience of at least a year working with young people to improve outcomes • Experience of working in partnership with a range of colleagues and multi-disciplinary agencies. 	<ul style="list-style-type: none"> • Two years' experience of working for a voluntary or statutory agency with young people. • Experience of working in an urban setting/area of multiple deprivation.

	<ul style="list-style-type: none"> • Knowledge and understanding of equalities issues and how this impacts on the work. • Knowledge and understanding of Child Protection issues. • Experience of working with numerical data and the ability to produce accurate and detailed statistical analysis and reports. • Innovative approaches to working with students, parents, staff, clients and the local community. • Effective review and evaluation procedures. • Knowledge of the Academy programme and the Oasis vision of community hub working. • Good communication, presentation and ICT skills. • Ability to work collaboratively. • Excellent interpersonal skills. • Competent co-ordinator, able to inspire and motivate all members of the school community. • Ability to anticipate and problem solve. • Creative and flexible thinker. • Good prioritisation and time management skills and the ability to work independently within set deadlines and tight timescales. • Develop, maintain and use an effective network of contacts. • Proficient use of e-mail and the internet. • Experience of working in a confidential environment. 	<ul style="list-style-type: none"> • Development of partnerships with other schools, business and the community. • Knowledge and experience of restorative justice approaches. • Knowledge and understanding of the Disability Discrimination Act. • First Aid trained.
Personal Skills & Attributes	<ul style="list-style-type: none"> • Ability to be flexible, use conflict resolution, negotiation, liaison, listening and influencing skills appropriately. • Ability to identify and implement strategies that will have a positive impact on attendance and achievement. • Ability to liaise and negotiate effectively with a range of parents, families, Academy staff and external agencies. • Ability to work individually and link into schools and agencies. • Highly motivated and innovative. • Commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Ability to set targets that are realistic yet challenging. • Ability to produce reports of a high standard. Proven ability in monitoring and evaluating projects

	<ul style="list-style-type: none">• Willingness to undergo appropriate checks, including enhanced DBS checks.• Ability to form and maintain appropriate relationships and personal boundaries with people.• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos.	
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