



John Henry Newman
Catholic College

Heart speaks to Heart

Learning Mentor

Attendance and Safeguarding

Band D - Point 21 £20,138 (pro-rata)

Actual Salary after pro-rata £18,924

Term time only plus 4 weeks - 43 working weeks

As soon as possible



Information Pack

Welcome to John Henry Newman Catholic College

An exceptional place to work

John Henry Newman Catholic College is an oversubscribed and high performing 11-19 College.

The College serves an area of high economic deprivation and the learning community of governors, staff and students thrives on the opportunity to truly make a positive difference to the young people we serve.

John Henry Newman laid down a compelling vision for Catholic education where each child is created for a 'definite service' and a 'mission not committed to another'. John Henry Newman Catholic College embraces this vision and unashamedly sets the highest expectations for all. Through high quality teaching and learning and exceptional wide ranging enrichment opportunities, the College seeks to cultivate students' motivation, confidence, intelligence and ability. The College's mission is to nurture a determination in each student to never accept second best in their life and a true sense of God's love and self-worth which will enable them to stand up for themselves and for a purpose greater than themselves.

John Henry Newman Catholic College strives to be at the forefront of school improvement and innovation and invests heavily in the creation of a learning community where we all have the responsibility to learn from others and to contribute to the professional development of our colleagues. It is through this collaborative culture that together we can break down barriers to learning and support our students to gain the competitive edge over other applicants to leading Universities, prestigious apprenticeships and the subsequent world of work.

The Governors seek to appoint a Learning Mentor for Attendance and Safeguarding to join our excellent Student Services team. You will have the opportunity to open the door to a

future some students may never have imagined, by forming professional relationships with students some of whom have experienced real difficulties in their lives. Through guiding and coaching students and offering specific support such as anger management, building self esteem, self awareness and future career guidance.

The successful candidate will support students to set the highest expectations and to make outstanding progress. This post offers the prospect to make a significant impact and help shape and develop the Student Services department for the future. He/she will have the motivation and energy to inspire young people and a determination to never settle for second best.

The College Governors are proud of what John Henry Newman Catholic College has achieved to date and are keen to appoint someone who wholeheartedly shares their ambition and commitment to the mission of the College..

Mrs Jennifer McGuirk
Principal



Person Specification—Learning Mentor—Attendance & Safeguarding

Attributes	Criteria	E/D	MOA
Educational Qualifications	GCSE grade C or equivalent in Maths & English NVQ level 3 or equivalent relevant qualification or experience Degree in Psychology	E E E	A/C A/C A/C
Skills & Abilities	Excellent communication skills with the ability to work effectively with and relate to school colleagues, students, carers and external agencies on an individual and group basis. Good written and organisational skills. Ability to work with calmness and empathy when under pressure. An ability to work within set timescales and under pressure. An ability to think strategically within the scope of the role.	E E E E E E	A/I A/I A/I A/I A/I A/I
Experience	Experience of working in an educational environment or relevant experience. Recent experience of a school environment. Experience of leading pastoral support programmes.	E D D	A/I/R A/I/R A/I/R
Knowledge	A working knowledge of Microsoft Office (specifically Excel and Word). Knowledge of SIMS. Knowledge of relevant Local Authority policies, procedures and good practice, specifically pertaining to Child Protection and Safeguarding matters. CAF training.	D D D D	A/I A/I A/I
Competencies	Work to deadlines. Problem solver. Show initiative. Work individually and as a team member. Work under pressure.	E E E E E	A/I/R A/I/R A/I/R A/I/R A/I/R
Other requirements	Willingness to undertake relevant training when requested by your line Manager or the Principal. Supportive of the Catholic ethos of the school. This post is subject to an enhanced Disclosure & Barring Service check. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity. To undertake training for a First Aid Certification.	E E E E E	I I I I I

E = Essential D = Desirable A = Application C = Certificate I = Interview R = Reference

Job Description - Learning Mentor (Attendance and Safeguarding)

John Henry Newman Catholic College

Reports to : Head of Student Services
Start Date : April 2018

- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Act as a profile leader.
- Monitor students attendance to school.
- Implement strategies for increasing attendance to school for an identified year group. Undertake first day calls and attendance meetings and maintain monitoring records to highlight improvement and to record intervention strategies.
- Record levels of intervention for students below 90% attendance and monitor impact of intervention.
- To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school.
- Work with parents/carers to help them understand and fulfil their responsibilities in relation to school attendance.
- Meet parents and students (regular and unannounced home visits) to agree action to reduce absence and improve attendance
- Maintain accurate and up to date records of all child protection/safeguarding incidents/referrals.
- Conduct interviews with students and their families to assess and review their situation; offering information and counseling support to students.
- Organise and manage packages of support to enable students to lead the fullest lives possible.
- Recommend and sometimes make decisions about the best course of action for a particular student; liaising with, and making referrals to, other agencies.
- Participate in multidisciplinary teams and meetings, for example child protection, mental health.
- Maintain a consistent and robust approach in addressing standards of uniform and presentation, applying the appropriate sanctions where this is contravened.
- Co-ordinate and manage Attendance / Wellbeing Support Plans for identified students. Complete necessary paperwork and maintain effective monitoring records for these students.
- Design and implement appropriate Pastoral Support courses for identified students to take part in. Produce reports on attendance to these courses and impact.
- Communicate with parents / carers on a regular basis to ensure effective home-school links. Carry out home visits as and when required.
- Liaise and work with outside agencies to ensure that programmes are implemented to enhance Pastoral Support Plans and courses.
- Monitor levels of bullying and implement policies and strategies to deal with it.
- Undertake Restorative Practice work with students, members of staff and parents to ensure good working relationships and a safe environment.

Job Description - Learning Mentor (Attendance and Safeguarding)

John Henry Newman Catholic College

- Be aware and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Write and co-ordinate Early Help Plan's for students on below 90% attendance and identified Support Plan students. Liaise effectively with outside agencies.
- Attend relevant Child Protection meetings as and when directed.
- Provide relevant Information, Advice and Guidance (IAG) to students at key points of transition, eg Options 16+.
- Organise and lead charitable events for the whole school community. Attend relevant meetings and publicise events accordingly.
- Help to design and co-ordinate holiday activities for identified groups of students. Produce documentation and evidence to show impact and achievement.
- To attend relevant open and consultation evenings as and when required.
- To undertake appropriate training, as and when required, for personal and professional development.
- To make an active contribution to the school's on-going development of its Student Services system including rewards and sanctions.
- Represent the school in a manner consistent with its ethos and values.
- Carry out reasonable general duties as and when required in response to the needs and requirements of the department and the school

College Culture

- To help develop an ethos that is utterly committed to authentic Catholic education. A community where children are not only loved but know they are loved and where our community is guided by the Holy Spirit.
- To actively promote the College at all times.
- To contribute to discussions at meetings.
- To be active in issues of student welfare and support.

Other

- To undertake other various responsibilities as directed by the Head of Faculty or Principal.
- To undertake the main professional duties of a staff member as set out in the John Henry Newman Catholic College Pay and Conditions of Service document.
- To meet the expectations of all John Henry Newman Catholic College staff as laid out in the Staff Expectations Policy.
- To uphold all College policies with consistency and diligence.
- To undertake training for a First Aid Certification.

Context



John Henry Newman Catholic College is one of the most rapidly improved schools in the country. The College opened in January 2011 following the closure of a predecessor school.

The College is based in Chelmsley Wood, approximately 9 miles east of Birmingham. We serve an area of economic deprivation and currently over 50% of our school population have free school meals. There are approximately 1200 students on roll, and this is the second year that we are significantly oversubscribed for Year 7 students on entry. There are currently 132 students in the Sixth Form which is undergoing an ambitious expansion programme, and many students achieve places at different universities when they finish their studies with us, including the prestigious Russell Group universities.

The College has a very clear vision which when fully realised, will radically buck current trends recently reported by the Government's Social Mobility and Child Poverty Commission. Our staff have a strong desire to make a difference to our students and go the 'extra mile' to radically improve our students' life chances.

The College is sponsored by Bishop Challoner Catholic College in Birmingham and is part of the very successful Bishop Challoner Catholic College Teaching School Alliance.

We have achieved the prestigious Artsmark Gold and Healthy Schools awards.



Teaching and Learning

Learning and teaching at John Henry Newman Catholic College is a major strength and has rapidly improved since the opening of the College in January 2011. In May 2013, the College's self evaluation was endorsed by Ofsted who observed 93% good to outstanding and NO inadequate lessons. However, we are not complacent and to realise our vision for each individual student we strive to take learning and teaching to beyond outstanding. Our learning community meets regularly to share best practice through creative INSET, teacher led workshops and Action Research Groups.

Each member of staff is supported through personalised professional development with a focus on high quality coaching. We are currently focusing on further enhancement of learning and teaching through digital technology. In fact, we are recognised externally as leaders in this field. Our structure of learning coaches in every year group enables students to experience the highest level of personalisation in their lessons.

Every member of the Senior Leadership Team has a significant role to play in the further development of learning and teaching.



Curriculum



The curriculum at John Henry Newman Catholic College is strategically designed to enable all students to achieve the qualifications and attributes required to gain the competitive edge when applying to leading Universities or for prestigious apprenticeships and in the subsequent world of work.

The curriculum offered is based on providing students with a broad range of facilitating subjects. In addition to academic achievement, every opportunity is taken to support students' spiritual development and the development of the 'soft skills' required to succeed in business, industry and commerce.

Student Welfare and Pastoral Support

John Bosco, the Patron Saint of young people said that “children not only need to be loved, they need to know they are loved”. Our approach to pastoral care is underpinned by this philosophy in tandem with our Christian ethos and values. We offer a holistic and enabling nurturing environment to all students where standards are high and participation is encouraged. Student opinion is actively sought and represented by Student Councils across year groups. We offer incentive programmes and initiatives to reward positive behaviours and attendance.

An inclusive community and great relationships are central to our work. As a consequence both students and staff are happy, positive and enjoy their time at the College. The behaviour of our students is outstanding and we have made rapid progress in improving attendance.



Enrichment and Extra Curricular

We have an extensive variety of lunchtime and after school clubs to cater for every taste from chess to cooking. Our students enjoy supporting charitable causes and regularly raise money through cake sales and sponsored events for numerous organisations including CAFOD, Macmillan Cancer Research and Marie Curie to name just a few. Recent field trips have included visits to Valencia, Lourdes, Auschwitz and Kenya. The Duke of Edinburgh Award scheme continues to go from strength to strength at John Henry Newman Catholic College. The programme offers a huge personal challenge to individual students but the benefits that they receive in terms of personal and social development are immeasurable.

We place a high value on performance and the celebration of students' creativity. A thriving Performing Arts faculty encourages all students to experience life enhancing opportunities for expression, communication and diverse cultural enrichment. Recent productions have included *Alice in Wonderland*, *A Midsummer Night's Dream* and *Hairspray*.

The art work produced by the students and displayed all around the College is truly stunning and reflects the major talent that exists within our community.



External Links and Initiatives



John Henry Newman maintains outstanding links with the community through a whole host of programmes and initiatives. In recent years there has been a particularly effective programme of partnership working between the College and its key primary feeder schools. As a cluster of schools we have been able to address the needs of children, young people and parents from Foundation stage to KS5 and to identify effective areas for joint curriculum planning.

We are proud to be part of the Bishop Challoner Teaching School Alliance along with over 30 secondary and primary schools. We work in partnership to deliver the highest quality Initial Teacher Training, school to school support and leadership development including middle leader development and NPQH. Already, CPD and Action Research have had a real impact on pedagogical practice and on outcomes for students. John Henry Newman Catholic College is also involved in numerous national Action Research projects working in partnerships to develop the highest quality pedagogy across all curriculum areas, raise standards and widen opportunities.

We are regular hosts of TeachMeet, where teachers from all over the country congregate to share ideas, engaging and inspiring each other in an informal networking environment.



Facilities

Our staff and students benefit from a new state of the art, well equipped College with a theatre, music practice rooms, drama and dance studios, sports block, extensive playing fields, multi use games area, learning resource centre, science labs, Sixth Form area, conference facilities, media suites and our innovative Rainbow Specialist Centre for Autism. We have invested heavily in iPad technology; all teaching staff are equipped with an iPad to promote the use of digital technology in their classroom.



Conclusion

John Henry Newman Catholic College is a vibrant school with a welcoming Christian community. The staff and students have created a wonderful, supportive and nurturing environment in which to work. Visitors to the College remark upon the warmth of the atmosphere and the positivity displayed by everyone. The best way to find out what John Henry Newman Catholic College is about is to see us in action. You are very welcome to come and look around before you submit your application.



Application Procedures

Further information and an application pack for this post can be downloaded from the College website. Applications must be submitted on the Catholic Education Service (CES) application form, also available to download at www.johnhenrynewmancatholiccollege.org. If you have any questions about the application process or if you would like to arrange a visit to the College before submitting your application please contact Mrs L Maddison, PA to the Principal, by email at lmaddison@jhncc.org or telephone on 0121 770 5331. Completed applications should be returned to Mrs Maddison.

Safer Recruitment Procedures

John Henry Newman Catholic College is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding-over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Long Listing

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Those shortlisted will take part in an in-depth selection process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates prior to interview, and where necessary employers may be contacted to gather further information.

Contact Details

John Henry Newman Catholic College
Chelmsley Road
Chelmsley Wood
Birmingham
B37 5GA

Tel: 0121 770 5331
Fax: 0121 770 0055

Email: office@jhncc.org

Website: www.johnhenrynewmancatholiccollege.org.uk