



St James School

Inclusion and Behaviour Room Support Officers

2 Posts

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9th November 2018

Dear Applicant

Post of Inclusion and Behaviour Room Support Officers – 2 Posts

Thank you for expressing an interest in these posts. I hope that the enclosed information will encourage you to apply.

The closing date for applications is midday on Friday 23rd November and we plan to hold interviews shortly afterwards. Please ensure that we are able to contact your referees by phone.

Yours sincerely

Amy Grashoff
Headteacher

St James School

Inclusion and Behaviour Room Support Officers

2 Posts

Grade: E (£21,693 - £25,463)

Post: Permanent

Hours: 35-37 hours per week (exact hours to be confirmed) - term time only (39 weeks per annum)

This is an exciting opportunity to work with our Heads of Year in supporting students in various contexts. The roles will be diverse and involve a range of daily responsibilities, leading to long term work with some of our students and families who will value your support. The roles offer various challenges and an opportunity to work across the school and community.

The primary function of the roles will be to work as a team of two to manage the Behaviour Room on a day to day basis. Additional responsibilities will include investigating incidents, liaising with families and mentoring key individuals to support and guide them. Post holders are therefore expected to develop positive working relationships and to be able to work effectively with a wide range of individuals. The successful applicants will work closely with our Assistant Head of Year to ensure excellent standards and levels of support are maintained on a daily basis. There will also be a degree of autonomy as the roles evolves, so the post holders will have significant opportunities to use their initiative to lead on aspects of inclusion and behaviour management support at St James.

The role will be varied and the successful applicants will need to demonstrate the ability to work in a flexible and supportive manner. They must also be a responsible and trustworthy team players; confident and effective in coordinating and delivering programmes of support, and experienced at communicating with various audiences by email, telephone and face to face.

If you would like further information, please contact Mrs Angela Webb on acw@stjamesexeter.co.uk.

Application forms and further information are available from our website:
www.stjamesexeter.co.uk or by email to recruitment@stjamesexeter.co.uk.

Closing date: Midday on Friday 23rd November

Interview Date: To be confirmed

The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivery outstanding outcomes for every pupil, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our pupils.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.



Contextual Information about St James

St James is a thriving, diverse and proud community. As an inclusive and committed team we are positively and diligently raising standards. Our aim is for students to achieve excellent outcomes, move onto exciting post-16 activities and most importantly to gain a range of skills and experiences which enable them to be happy and successful in the future.

We are an 11-16 mixed comprehensive school of 900 students situated in the East of Exeter on a relatively new, purpose-built site which offers excellent facilities for all our departments. We are a school with very high expectations of, and for, our students; only their best is good enough. We provide students with opportunities to shine through excellent teaching and innovative practice, a vibrant extra-curricular provision and a curriculum that challenges and inspires from the start of year 7 and is increasingly personalised as students move up through the school.

Our staff are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities and regular staff-wellbeing events. Ofsted judged us to be a strong Good in our recent inspection in January 2018, but clearly acknowledged that we were on a clear trajectory to achieve Outstanding in the near future.

In 2018 St James' GCSE results were the strongest to date, building on previous high levels of performance that have been sustained for a significant number of years. This continued improvement has been achieved in a year when nearly all subjects are now following the new much more rigorous and challenging style GCSEs. Headline figures show that 56% of students are leaving with a grade 9-5 in English & Maths and 73% with a grade 9-4 in English & Maths. 81% of students achieved a 4 or above in English, and 67% a 5 or above, whilst in Maths 82% achieved a 4 or above, and 66% a 5 or above. 55% of students achieved at least five 'strong' 9-5 passes including English & Maths with 69% achieving at least five grade 9-4 'standard' passes including English & Maths.

Over 12% of all grades awarded were grades 8 & 9 and 25% of all grades awarded were 9-7. These top grades were achieved across all subjects with the following grade 9-7%: Biology 80%, Chemistry 75%, Physics 75%, Computing 35%, French 32%, Music 31%, Maths 30%, Media Studies 29%, English Language & Literature 27%, iArt (photography) 25%, Geography 21%, History 20%, Food Nutrition 20% and Religious Studies 20%.

The school's aspirant and academic curriculum means that 36% of students achieved a 'strong' pass in the Ebacc qualification and 54% of all students achieved at least a 'standard' pass of grade 9-4 in the same suite of subjects. The high percentage of students entered for the Ebacc (73%) and the strong achievement in French (32% 9-7, 64% 9-5, 84% 9-4) are two of the reasons why St James has been asked to become an MFL Hub by the Department for Education (one of only nine hubs in the country). For more information on this exciting development, please see <http://www.stjamesexeter.co.uk/latestnews/3666/>.

We are one of the highest performing schools in the area because we believe that students achieve excellent outcomes as a result of five years at a school where they are happy and engaged at all times; where they are challenged from day one and are consistently supported to be the best they can be.

The Governing Body:

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.



Ted Wragg Multi Academy Trust

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

The Trust share Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi-Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Multi-Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Trust are to:

- Work in genuine partnership to strengthen schools and their communities
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every student fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students.
- Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has four school members, Isca Academy, St James School, the Cranbrook Education Campus and Exwick Heights. West Exe School is currently in the process of joining. It has trustees from the University of Exeter and Exeter College as well as from local businesses.

The key aspect that makes this Trust exceptional is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class University.

Website: <http://www.tedwraggtrust.co.uk>

Job Title:	Inclusion and Behaviour Room Support Officer
Multi Academy Trust:	Ted Wragg Multi Academy Trust
School:	St James School
Responsible to:	Assistant Head of Year
Salary grade:	Grade E
Working pattern:	Full-time/Term time only – 37/35hrs p.w./39 wks p.a.

Key purpose of job

- To work as part of a two person team to support the Assistant Head of Year with ensuring the smooth management of the Behaviour Room and to support and address any pastoral issues as they arise.

Anticipated outcomes of post

- Students are supported to maximise their learning and progress at school whilst in the Behaviour Room, and are mentored to support their return to lessons without repeat behaviours

List key duties and accountabilities of the post

- Manage the Behaviour Room effectively, keeping behaviour and safeguarding standards high.
- Support the Heads of Year with investigations of behaviour incidents, collecting statements and ensuring that students are able to put their points of view across
- Liaise with colleagues, students and parents daily regarding inclusion and support.
- Support challenging students to behave appropriately and respectfully.
- Support the pastoral leadership team with administrative support, lead on the collation and analysis of all pastoral data and complete relevant documentation in support of our students.
- Use initiative to respond quickly in situations to reduce and resolve conflict with students
- Support the Assistant Head of Year in all of the above on a day to day basis.
- Support the Assistant Head of Year in creating and implementing an effective support and mentoring system for all students.

Budgetary / Financial Responsibilities of the post

- None

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

3. In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel within any school in the Ted Wragg Multi Academy Trust.

Other Duties

4. To undertake additional duties as required, commensurate with the level of the job.

Other Duties

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- f) This post is based at St James School but the post holder may be required to move their base to any other location within the Trust upon request
- g) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Person Specification

	Essential / Desirable	Evidence
Demonstrate a passion for supporting young people and their families	E	I
Demonstrate an ability to motivate young people	E	I
Have excellent time keeping	E	R
Work to strict timescales	E	I, R
A good sense of humour and resilience when facing difficult situations	E	A, I, R
Excellent communication skills, both verbal and written, with a diverse range of people of various levels	E	A, I, R
An ability to organise, plan and prioritise time effectively	E	A, I, R
Flexibility and adaptability	E	A, I, R
Be a role model and contribute to sharing high quality practice within the team	E	A, I, R
Accuracy and attention to detail	E	A, I, R
Competent in the use of Microsoft Office package and SIMS	D	I,R

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - References