

Internal Suspension Co-Ordinator

Application pack



THE REGIS SCHOOL – LIMITLESS AMBITION



Thank you for your interest in our vacancy at The Regis School. I feel privileged to be leading this successful school and I am resolute in my determination to deliver a high performing fully inclusive school, that provides a first-class education for the community it serves.

The staff here share that ambition, and you would be joining a highly qualified, motivated, and dedicated team, who are passionate about ensuring they bring out the best in everyone. We have high expectations of the students and a shared purpose; to ensure when they leave us, they will be motivated lifelong learners, kind citizens and productive young adults.

This is achieved through delivering an ambitious curriculum that equips students with powerful knowledge, maximising their cognitive development, and drawing out and building on their talents. Our curriculum is broad and balanced, not just our academic curriculum but also in terms of Character Education, where we are fully committed to our co-curricular provision, and the 'hidden curriculum' of the school - intended to spark curiosity and to nourish the head and the heart.

Our ethos is centred around 'the best in everyone' and therefore we expect the best from everyone, constantly challenging the students and ourselves. As a hardworking and passionate Headteacher I believe in many things including: high professional standards (of ourselves and our work); in personal responsibility and the value of discipline; that all students deserve disruption free learning; in kindness and good manners; in inclusion; in smiling; in being respectful and most importantly in showing limitless ambition, setting goals high.

I am proud of the commitment shown daily from our staff and the students to ensure The Regis School is a centre of educational excellence. This permeates out into the community, where parents' confidence in our ability to do so is shown in The Regis School being the school of choice for the community we serve. We are delighted to have been oversubscribed for the fourth consecutive year and early indications predict this trend will continue.

If the above aligns to your values and educational beliefs and feel excited that The Regis School could be the right school for you, we would welcome your application. There is more information in your pack and on our website about our school, and we hope you enjoy finding out more about us. We recognise that moving to a new school is a significant decision and therefore offer an open invite to prospective candidates to meet with myself and visit the school in person. I very much look forward to meeting you.

Best wishes
Dave Oakes
Principal

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Internal Suspension Co-Ordinator

Required September 2023

Salary £19,957 (FTE £23,802)

Hours: 37.5 hours per week (8am-4pm)

We are seeking to appoint a confident and efficient Internal Suspension Co-Ordinator to supervise and support students, on a day-to-day basis, who have been allocated a place within the schools' isolation room. This is an opportunity for a candidate who is resourceful, motivational, and calm under pressure who also has the ability to provide a challenging and purposeful learning environment ensuring all students receive an inclusive and positive experience whilst in their care.

The postholder will be expected to build and maintain positive, professional relationships with staff, parents, and carers and should possess the ability to communicate effectively and efficiently. You will be part of a committed and established team based in the Near to School Provision on the Regis School campus.

We offer pay scales above the national standard with rapid progression for those who get consistent outstanding student outcomes, reduced gym membership to our on-site gym, reduced fees for the on-site nursery, and a laptop. There is a car leasing scheme and all staff can access 'Perkbox' offering discounts in weekly shopping, high street stores and flights and holidays. Why? Because we want the best for all our staff as well as our students!

Please contact Vicky Ovens on 01243 871068 or email vicky.ovens@theregisschool.co.uk to arrange a visit to the school or a phone conversation.

We reserve the right to close this vacancy early should we receive an overwhelming response. Interviews may be arranged on the receipt of positive applications.

Closing date: Tuesday 27th June at 9am

Interviews: Monday 3rd July 2023

The Regis School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the school to share this commitment. All positions are subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).

Job Description

Role: Internal Suspension Coordinator

Salary £19,957 (FTE £23,802)

Reporting to: Manager of the Near to School Provision (R2E School)

Job Purpose:

To coordinate and supervise students in the Internal Suspension room monitoring and tracking their behaviour, attendance, and engagement in learning. You will coordinate the day to day running of the room ensuring students are aware of the procedures and expectations by providing a proactive approach and immediately responding to any issues.

Main Responsibilities:

- To organise and supply subject specific work offering guidance and assistance as required
- To ensure that all students adhere to the expectations of the room upholding the whole school behaviour policy
- To maintain accurate student records including updating the school's systems for attendance and behaviour
- To contact parents/carers, when required sharing relevant information.

Planning/Liaising with key staff:

- To liaise with the Behaviour Team, Directors of Year and Heads of Year sharing key information
- Communicate in a timely manner with key staff regarding further sanctions or reasonable adjustments in keeping with the behaviour policy
- To build strong professional relationships with colleagues to support students in restoring positive working relationships within the classroom

Administration Duties:

- To co-ordinate and manage administration relating to Internal Suspension including collating and analysing data
- Manage the upkeep of the room ensuring the room is effectively resourced, stocked and maintained
- Challenge any sign of damage or vandalism and implement necessary sanctions when required

Providing Pastoral Support:

- Promote and safeguard the welfare of students
- Support student well-being and resilience
- Provide feedback and encouragement to students in relation to their progress whilst internally suspended

As a member of Staff:

- To promote the rights respecting ethos of the school, The Best in Everyone

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- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To support the self-evaluation process
- To develop positive working relationships with and between students and staff
- To attend and participate in relevant meetings as required

Notes:

The above responsibilities are subject to the general duties contained in the statement of Conditions of Employment

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It may be amended at any time, following consultation between the Principal /Deputy Principal, and will be reviewed annually

This is not a narrow definition of specific responsibilities but to provide a guideline and should be seen as enabling rather than restrictive.

Every member of staff has a responsibility to safeguard and promote the welfare of students

Person Specification

It is anticipated that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing the various aspects during the interview process.

Qualification & Professional Membership	Essential	Desirable
▪ GCSE Grade c/4 in English and Maths	✓	
▪ A good general educational background	✓	
▪ Relevant Level 3 or equivalent qualification or experience		✓
Experience		
▪ Experience of working with children of a relevant age		✓
▪ Knowledge of strategies in effectively managing behaviour		✓
Knowledge		
▪ Working knowledge of relevant policies/codes of practice and awareness of relevant legislation		✓
▪ Working knowledge of national curriculum and other relevant learning programmes		✓
▪ Understanding of how young people learn and in particular barriers to learning		✓
Skills/Attributes		
▪ Effective interpersonal skills	✓	
▪ Work constructively as part of a team, as well as being able to use your initiative and work independently		✓
▪ Ability to manage and monitor a student's learning and behaviour choices		✓
Personal Qualities		
▪ Ability to be supportive and understand the needs of young people to motivate and empower them	✓	
▪ Respond to and cope with unexpected problems as they arise remaining calm and professional in situations of high tension	✓	
▪ Able to demonstrate a firm, calm and consistent approach	✓	

You should have the ability to work in a way that promotes the safety and wellbeing of children and young people

United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the wellbeing of the child is paramount. For students to feel that they can do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our students entrust the care of their children to us and together we are all responsible for their well-being.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its students by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures, and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting your school directly.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Schools are now required, as part of their shortlisting process to carry out an online search as part of their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

How to Apply

To apply and see more details please visit our website: www.theregisschool.co.uk/working-for-us/vacancies. Once you have applied via the online application process we will contact you to let you know whether you have been offered an interview or not. If you are invited for an interview we will then ask for references in advance of the interview (unless specified) and documents will be collated for a DBS check.

If you have any questions, please email vicky.ovens@theregisschool.co.uk

We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

The Regis School

The Regis School is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone.

Our vision is to provide an excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient, our high quality, hardworking staff.

The Regis is a school that we all feel proud of and our teachers are passionate about their work. We know that teaching can be a challenging profession, but with the support we offer and a commitment to seeing the best in each other, we work tirelessly to find creative ways to educate. We have access to a Group-wide curriculum, an intranet platform that enables sharing of resources and opportunities for work shadowing and mentorship.

The Regis School is a secondary 11-18 school with over 1600 students on roll. We are an inclusive comprehensive school that aims to achieve the best for every student. This philosophy is reflected in the successful Sixth Form of 160+ students who are offered a broad range of academic and vocational programmes. Over 70% of our students progress to Higher Education each year.

The Regis School has a well-qualified, dedicated supportive and enthusiastic staff team. We have approximately 200 staff, all of whom are committed to providing the best possible education for our students. As one of the biggest employers in Bognor Regis, we emphasise the learning of adults and young people. Staff are involved in further study, research projects and in the training of teachers in partnership with local universities.

The school boasts superb facilities in all subject areas. Each teaching area has audio-video facilities and a range of ICT suites throughout the school provides access to specialist equipment. All teachers have a laptop provided, to support teaching and administration.

The Regis School aspires to be an outstanding centre of learning, serving its community and transforming lives. We seek to equip our students for a changing world through building confidence, encouraging creativity and fostering enquiry to achieve excellence. These qualities will allow our students to flourish as leaders of the future and to take their place as caring, ambitious and responsible citizens in their communities.

Academic achievement is at the heart of what we do, ensuring students leave with the highest qualifications that enable them to be competitive in the global economy. We have a strict behaviour policy that enables teachers to teach in classrooms that are mainly free from disruption. Students who prevent others from learning are given a single warning, then learn elsewhere in the school under the supervision of senior staff.

The Regis School is part of the United Learning group. United Learning is a large, and growing, group of schools aiming to offer a life-changing education to children and young people across

England.

United Learning schools work as a team and achieve more by sharing than any single school could. On our intranet site United Hub, for example, we share lesson plans and many other resources, helping to simplify work processes and manage workloads for an improved work-life balance.

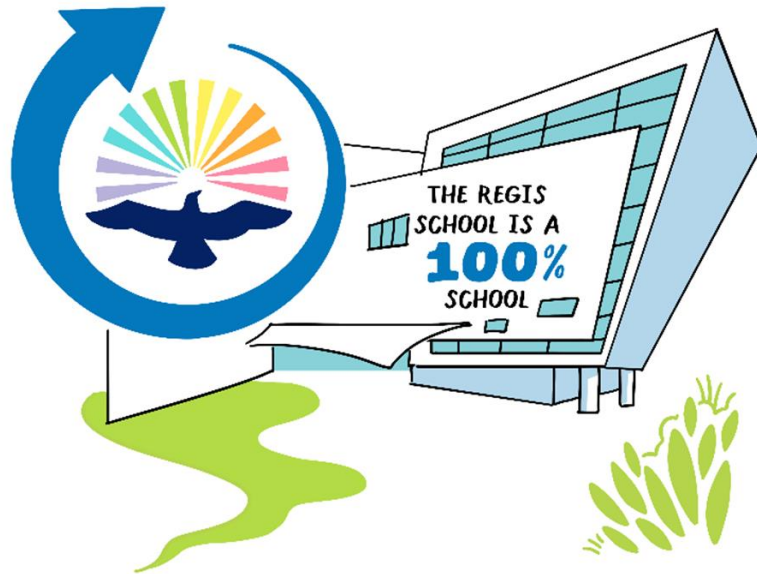
As a group, we reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed.

We greatly value our staff and want them to know it. Starting with financial rewards and solid career progression, we believe in leading the industry with better remuneration packages. As such, you can expect to earn more at United Learning than if you took a role in the maintained sector, with up to 5% better pay for new teachers. In addition, our benefits options are undoubtedly competitive, with every member of staff being entitled to a core benefits and lifestyle package.

Your wellbeing is a priority. It is vital for us to have healthy and happy members of staff, which in turn ensures you are providing the best education for our children. We offer great benefits to support the health and wellbeing of colleagues, such as discounted gym memberships, Cycle2Work schemes and free counselling. We also provide you with more time to think and prepare for the term ahead, with a minimum of eight INSET days a year – with at least three dedicated to planning. Further information about United Learning is available at www.unitedlearning.org.uk

The strength of United Learning is determined by its people, which is why we seek to recruit and retain the very best. Just as we seek to provide the best education and opportunities for the children and young people in our schools, we want the very best for colleagues too, ensuring everyone feels valued, appreciated and able to thrive at work. Because we are a group, we can reward you better than any school could alone, and this includes your employee benefits.

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