



Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526 Fax 01733 330364
email : info@jhs.pkat.co.uk
website ~ www.jackhunt.net

CEO & Headteacher: Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH
Group 8 (11-18), Roll 1731 (226 in Sixth Form)

"A securely good school" – Ofsted January 2017

SECLUSION UNIT SUPERVISOR

We require a Seclusion Unit Supervisor to provide an environment where students who have been referred to the unit are able to work, and in doing so to ensure that the Unit's high expectations are rigorously and consistently enforced. To support those students in addressing their behaviour and attitude and in doing so liaise with existing staff in the school. To manage the environment and resources of the Unit, so that the students have the best possible chance to improve. This will enable the school to raise standards of achievement and behaviour.

We require a person with experience of working with young people who have various barriers to learning and who may display challenging attitudes. This person will need the ability to work independently and as part of a team, showing leadership, initiative, and flexibility. This is an exciting opportunity to have a real impact on this initiative for Jack Hunt School and to further develop its current success.

The appointment is for 7 ¼ hours per day, 8.15 am – 4 pm, including 30 minutes for lunch.
38 weeks per year, (Term time only)

Salary is paid on the NJC Pay Scale, Grade 8, points 19 – 24. Actual salary £20,739 - £23,337.
Candidates are expected to commence at the beginning of this pay range.
(FTE £25,481 - £28,672)

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***Further details and how to apply are available on the Jack Hunt School website:
www.jackhunt.net/careers***

**Closing date: Monday 13 December 2021 at 9.00 am
Interview Date: Thursday 16 December 2021.**



Our Head Prefect Team 2020 - 2021



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



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CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

Welcome Letter from the Headteachers

December 2021

Dear Applicant

Application for post of Seclusion Unit Supervisor

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey
Headteacher
CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley
Headteacher





APPOINTMENT OF SECLUSION UNIT SUPERVISOR

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post

We require a Seclusion Unit Supervisor to provide an environment where students who have been referred to the unit are able to work, and in doing so to ensure that the Unit's high expectations are rigorously and consistently enforced. To support those students in addressing their behaviour and attitude and in doing so liaise with existing staff in the school. To manage the environment and resources of the Unit, so that the students have the best possible chance to improve. This will enable the school to raise standards of achievement and behaviour.

We require a person with experience of working with young people who have various barriers to learning and who may display challenging attitudes. This person will need the ability to work independently and as part of a team, showing leadership, initiative, and flexibility. This is an exciting opportunity to have a real impact on this initiative for Jack Hunt School and to further develop its current success.

Person Specification

Applicants will be judged against the following criteria:-

Essential

- A proven track record of work relevant with young people in one of a range of fields including Education, Youth Work, Health and Social Services
- An understanding of issues related to students displaying unacceptable behaviour and the impact that has on the smooth running of the school
- A commitment to working with young people to support their acceptance of the school aims and expectations
- ICT skills and knowledge
- Relevant qualification appropriate to this role including a minimum of C grade at GCSE English, or equivalent
- Ability to relate to a wide range of young people and their families/carers who may be disaffected with school or disengaged from the learning process resulting in unacceptable behaviour and attitude.
- Ability to work effectively with teaching staff, support staff and Senior Leaders within the school and with external agencies
- Ability to provide leadership and management within the Seclusion Unit, working both independently and as part of a team
- Ability to work flexibly (time, place and people)
- A sense of humour and high level of resilience
- Good communication skills both written and spoken
- A willingness to participate in in-service training and professional development.



Pay and Conditions of Service

The appointment is for 7 ¼ hours per day, 8.15 am – 4 pm, including 30 minutes for lunch.
38 weeks per year, (Term time only)

Salary is paid on the NJC Pay Scale, Grade 8, points 19 – 24. Actual salary £20,739 - £23,337.
Candidates are expected to commence at the beginning of this pay range. (FTE £25,481 - £28,672)

The Board of Trustees of Peterborough Keys Academies Trust have their own pay policy for all staff. If appointed you will automatically be enrolled to the Local Government Pension Scheme unless you chose to opt out.

Your conditions of service will be those agreed nationally for Local Government Employees. The Board of Trustees of Peterborough Keys Academies Trust fully recognises Public Service Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo an Enhanced DBS (Disclosure Barring Service) check and if necessary, a medical examination.

The Trust has an appraisal system for its employees.

Application Procedure

To apply you will need to go the Careers Page on the school website www.jackhunt.net/careers, click on the relevant post and then click on “apply now” button. As part of the application you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the previous page.

Closing date for the post is **Monday 13 December 2021 at 9.00 am.**

Interviews will be held on Thursday 16 December 2021.

Thank you in advance for your application. If you have had no response by Friday 7 January 2022 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, I hope you will obtain a suitable appointment in the very near future.

PETERBOROUGH KEYS ACADEMIES TRUST

JOB DESCRIPTION

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post:	Seclusion Unit Supervisor
Grade:	8
Hours of work:	36.25 hours per week 8.15 am to 4.00 pm 30 minute lunch, 38 weeks per annum (term time only)
Accountable to:	Deputy Headteacher
Date reviewed:	November 2021

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of Job:

To provide an environment where students who have been referred to the unit are able to work, and in doing so to ensure that the Unit's high expectations are rigorously and consistently enforced. To support those students in addressing their behaviour and attitude and in doing so liaise with existing staff in the school. To manage the environment and resources of the Unit, so that the students have the best possible chance to improve. This will enable the school to raise standards of achievement and behaviour.

Main Duties and Responsibilities:

- To manage the day to day working of the Seclusion Unit, in line with school aims and expectations as part of the Jack Hunt Positive Behaviour Policy.
- To work with the Deputy Headteacher to ensure that there are clear parameters for working and that these are communicated to staff and students.
- To manage the work of the Seclusion Unit Assistant.
- To work with the Deputy Headteacher to continue to develop the use of the unit in terms of curriculum and pastoral needs.
- To liaise closely with school staff regarding referrals to and reintegration from the Unit and to take the lead in ensuring that reintegration is as smooth as possible.
- To ensure that appropriate work is provided for and completed by the students.
- To work with students in the Unit to implement any agreed support plans.
- To liaise with home for students who are working in the Unit where appropriate.
- To participate in the comprehensive assessment of students to identify those in need of extra help to overcome specific behavioural problems.
- To maintain subject specific resources and ensure that they are kept up to date by liaising regularly with subject staff (eg revision materials, online resources).
- To network with other Seclusion Unit Supervisors and share best practice where appropriate.
- To undertake other duties commensurate with your grade in relation to a post of this nature as determined by the Headteacher.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.