

**Internal Exclusion Manager and Mentor**  
**36 hours per week, 39 weeks per year**  
**NJC Pay Scale SO1 point 21- 25 £35,982 - £38,058 pro rata**  
**A Bolder Future Awaits – Support Staff Application Pack**

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains why it is an exciting place to choose to work.

We are seeking to appoint an Internal Exclusion Room Manager and Mentor to work with internally excluded students within the designated area in school in supporting them to integrate back into the school community. The successful candidate will have experience of working with challenging and challenged young people within an educational setting.

This role can be a combined position as both Mentor and Internal Exclusion Room Supervisor, or, if preferred, solely as an Internal Exclusion Room Supervisor.

We are open to discussions about flexible working hours. When applying, please indicate your preferred hours and specify whether you're interested in the combined role (Mentor and IE Room Supervisor) or just the IE Room Supervisor position.

Bolder Academy is a relatively new, mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. We are housed in brand new, purpose built accommodation with fantastic facilities and extensive outside grounds.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff the opportunity to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, appearing to read 'A. DeAngelis'.

Andy DeAngelis  
Headteacher

## The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant administration for our staff and students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

If appointed, you will play a huge part in shaping and developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please complete the application form and email it to: [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

If you do have any questions or you would like a Word.doc copy of the application form, please email Kate Biant, HR Manager, on [KBiant@bolderacademy.co.uk](mailto:KBiant@bolderacademy.co.uk)

### **Our commitment to you:**

**Providing flexibility:** We are open to discussing flexible working hours, and you will benefit from an early finish every Friday.

**Pay:** Bolder's pay scales benefit from the Outer London uplift.

**Career Progression:** We are ambitious not only for our students but for our staff. Joining the Academy in its early stages, will provide you with all the experience and skills for you to make your next career move. You will make an impact, you will make a difference, you will contribute to the creation of Bolder Academy.

**Professional development, coaching and mentoring:** Bolder's professional development budget and the opportunities on offer are substantial. Each member of our staff can choose to be coached and mentored, allowing you to develop skills, career goals in areas of most interest to you.

**Wellbeing:** We provide staff with an employee assistance programme, providing free and confidential support 24 hour/365 days a year. Bolder also offers free annual flu jabs, a 'Cycle to Work' scheme, Occupational Health, use of our modern and well equipped fitness suite and an early finish on Fridays!

**Working environment:** We are housed in a brand new, state of the art building, providing the perfect environment for all to learn, teach and succeed.

**An easy commute:** Just off the A4, Great West Road, we are also just a 5 minute walk from Syon Lane mainline station, or 10 minutes from Osterley Tube station on the Piccadilly Line. Buses 28 and H91 stop close by and buses 267, 237 and 235 are a within a short walk.

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to safeguarding undertake online training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.*

*Bolder is an Equal Opportunities Employer.*

#### **Timeframe for Recruitment**

Closing date for applications	<p><b>We will shortlist and interview as we receive applications – so please send them in before the deadline of <u>2<sup>nd</sup> December 2023 before 12pm</u></b></p> <p><b>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</b></p> <p><b>Please note that we do not accept CVs and agencies need not apply</b></p>
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### Person Specification: Internal Exclusion Manager and Mentor

Person specification				
		Essential	Desirable	Evidence
<b>Qualifications:</b>				
1	Professional relevant NVQ qualifications	X		A,I
2	St John's Ambulance First Aid or equivalent OR prepared to undertake training.	X		A,I
3	Recognition of the need for continuing professional development	X		A,I
<b>Experience:</b>				
4	Experience of working with children and young people (and their families) to support them in overcoming barriers to their personal, social or learning development.	X		A, I
5	Experience of supporting children with SEMH or Special Educational Needs.		X	A, I
6	Experience of making assessments of children and young people to identify their individual needs.		X	A, I
<b>Vision and Strategy:</b>				
7	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
<b>Behaviours, Skills and Abilities:</b>				
8	Excellent listening, communication skills and high levels of emotional intelligence.	X		I
9	Strong organisational and time-management skills and ability to work under pressure.	X		I,R
10	Resilience and optimism to lead through day-to-day challenges in a busy school environment.	X		I
11	Good oral and written communication skills. Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people.	X		I
12	Interpersonal skills to form and maintain positive working relationships with students, their families, colleagues and other healthcare/education professionals and partner organisations.	X		I,R
13	Listening skills to support children, young people and their families through	X		I,R

	understanding their point of view in a non-judgemental approach.			
14	Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process.	X		I,R
15	Ability to communicate fluently in accurate spoken and written English.	X		I
16	Discreet, calm and able to resolve conflict	X		I,R
17	The ability to work collaboratively within a team	X		I,R
18	A 'can-do' attitude	X		I,R
<b>Other:</b>				
19	Must be committed to safeguarding the welfare of children.	X		I
20	Understanding that this post is subject to barring checks and an enhanced DBS.	X		A, I, R
21	Eligible to work in the UK	X		A,R

**Key to Evidence: A = Application**

**I = Interview**

**R = References**

## Job Description: Internal Exclusion Manager and Mentor

<b>Grade / salary band:</b>	NJC Scale SO1
<b>Line manager:</b>	Deputy Headteacher, Behaviour & Attitudes
<b>Posts directly supervised:</b>	Not applicable
<b>Main purpose of role</b>	
<ul style="list-style-type: none"> <li>Promote student welfare, safety and wellbeing across the Academy, enabling all students to meet their academic and personal potential; especially those who need specific support to overcome barriers to learning;</li> <li>Provide support to key staff in the promotion of student welfare and wellbeing;</li> <li>Provide support to key staff in promoting positive behaviour across the Academy;</li> <li>Provide support to key staff in promoting good attendance across the Academy;</li> <li>Collaborate with the Leadership Team to ensure effective educational provision and appropriate rates of progress and attainment for those students with additional or specific needs relating to SEMH or other SEND students with additional vulnerabilities;</li> <li>Work effectively with students, teachers, parents and relevant external agencies to ensure high quality pastoral care;</li> <li>Liaise with, and manage the contribution of external agencies, providers and workers including counselling, services supporting behaviour and social services;</li> <li>Deputise for the Designated Safeguarding Lead (Deputy Designated Safeguarding Lead) and lead responsibility for safeguarding and child protection);</li> <li>Contribute to the overall ethos, work and aims of the Academy.</li> </ul>	
<b>Core accountabilities</b>	
<b>Main Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>To coordinate, direct and conduct effective communications with parents and/or carers in order to support student wellbeing, home/Academy relationships and in responding to safeguarding matters;</li> <li>To maintain an up to date knowledge and understanding of legislation with regards to student welfare and safeguarding matters;</li> <li>To be a key staff member for vulnerable students; developing trusting relationships;</li> <li>To have or be open to Level 3 safeguarding training to become a Deputy Designated Safeguarding Lead</li> <li>To support the DSL in obtaining verbal and written statements when a Safeguarding concern has been raised;</li> <li>To support the DSL/DDSL with other safeguarding issues as directed</li> <li>To use CPOMS to record any safeguarding concerns</li> <li>To complete duties before school and at break and lunch times;</li> </ul>	
<b>Mentoring</b>	
<ul style="list-style-type: none"> <li>To meet students 1-1 or in groups to deliver mentoring programmes, for example anxiety, emotional regulation etc</li> <li>To create a timetable to deliver mentoring with line manager</li> <li>To write individual student reports to keep a log of mentoring sessions</li> <li>To monitor and analyse the progress of mentoring sessions</li> <li>To communicate with parents/carers to inform them of mentoring sessions</li> <li>To work with the pastoral team to identify any students in need of support</li> </ul>	
<b>Internal Exclusion Room</b>	

- To supervise students who work in the Internal Exclusion Room
- To communicate with staff to ensure students have relevant work to complete
- To monitoring the completion and quality of student work
- To understanding and following Bolder Behaviour Policy
- To communicate with parents/carers
- To support students in reflecting on their behaviour
- To support staff and students in having restorative conversations
- To use Sims to accurately record behaviour

#### Other

- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days).
- To participate in Staff Appraisal and undertake staff appraisals and absence management meetings.
- To undertake a thirty-minute duty each week.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.
- A willingness to take fire warden and first aid training and to ensure that all members of the team are trained in both.
- Meet the statutory requirements for safeguarding.

#### Safeguarding:

- Uphold the Academy's policy in respect of child protection and safeguarding matters.
- Have commitment to the Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

*Specific areas of responsibility allocated to the Deputy Headteacher will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the Academy. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.*

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**