



## **CANDIDATE INFORMATION PACK**

### **Internal Exclusion Supervisor**



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Dear Applicant,

**Our Vision:**

“Be the best you can.” This is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; “leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision”. The recruitment of an enthusiastic and committed **Internal Exclusion Supervisor** is crucial to the success of this journey.

**About You:**

- You can motivate and inspire pupils to build on their current achievements.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You have the drive and energy to work to utilise your skills in innovative ways to benefit the Academy.
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development.
- You are resilient and have a great sense of humour, as you never give up.

**About Us:**

- Reconfirmed as a ‘Good’ school by Ofsted in May 2022.
- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Shereka James**  
**Principal of Skinners’ Academy**

# SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

## OUR MISSION

### 'Be the best you can'

#### Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

#### Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

#### Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."*

- Lord Young 2014

# STAFF REWARDS AND BENEFITS

## Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

## Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

## Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

## Electric Car Salary Sacrifice Scheme

Skinners' Academy has partnered with a leading company in the field, WeVee, who provide a scheme designed to save Academy staff money on the cost of a brand new car, whilst simultaneously cleaning up the air in the community and leading to a reduction in the carbon footprint, by helping you switch to electric.

By lowering your Income Tax and National Insurance payments, you can save you up to half your motoring costs and a designated Account Manager is available to provide answers to any bespoke queries you may have.

## Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

### **Gift Vouchers for 100% Attendance**

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

### **Local Café Discount**

One of our local cafés, [Drury Cafe N4](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

### **London Borough of Hackney School Staff Offers**

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

### **Social Events**

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

### **Staff Wellbeing**

Regular guided mindfulness meditation takes place remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, pupils and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

### **Techscheme**

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products, from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. More recently, the home furnishings retailer, Ikea, has also been added as a redemption partner. Staff can spread the cost of purchases from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

## JOB DESCRIPTION

<b>Post:</b>	Internal Exclusion Supervisor
<b>Grade:</b>	Scale 4 (Spine Point Range 18 - 21) <b>£26,836 - £28,733 (FTE)</b> <b>£23,533 - £25,197 (pro rata)</b>
<b>Hours:</b>	Full time, 36 hours per week Term time only (39 weeks per year)
<b>Responsible to:</b>	Vice Principal
<b>Responsible for:</b>	Internal Exclusion room

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### Principle Accountabilities

To have responsibility for the Academy Internal Exclusion processes, systems and monitoring including contributing to wider professionals' meetings and delivering related interventions.

### Main Activities and Responsibilities

- To co-ordinate and supervise internal exclusion.
- To co-ordinate and manage administration relating to internal exclusion.
- To communicate with parents regarding internal exclusion.
- To co-ordinate and track work set for internal exclusion and internal suspension.
- Maintain appropriate standards of behaviour in the room in accordance with Academy policy.
- Maintain appropriate records of work set, completed, behaviour and any minutes of meetings.
- To teach relevant curriculum to pupils in internal exclusion.
- To offer help and guidance to students with other work set.
- Maintain and build relationships and regular contact with pastoral staff and parents to advise of progress.
- To develop restorative practices to modify and improve behaviour.
- To provide half termly statistical reports on all referrals.
- Maintain records and report on student progress.
- To attend Academy and relevant wider based training sessions as required.
- To attend meetings and undertake any other duties as reasonably directed by the Principal.

### Operational Duties

- Supervise students within the Internal Exclusion room, providing challenge and motivation to ensure a calm working environment.
- Manage the collection and distribution of appropriate work for pupils in internal exclusion.
- Teach appropriate curriculum including Personal Development and PSHE.
- Liaise with subject teachers when appropriate, creating and collating resources and gaining key information about units of work in order to prepare for supporting students during Internal Exclusion.
- Support the supervision of students on Internal Exclusion at break and lunch time.
- Maintain appropriate displays and share information with stakeholders about the processes and systems in the internal exclusion.
- Communicate with parents daily about pupils being placed in internal exclusion.

- Communicate with staff daily as to which pupils are placed in internal exclusion and internal suspension.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

### **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate.
- Attend staff meetings.
- Participate in staff training and development.
- Develop links with Governors, LEAs and neighbouring schools/Academies.
- Adopting Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for young people.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

**Person Specification**

**Job Title:** Internal Exclusion Supervisor

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent	✓	
Relevant training for working with young people aged between 11-19	✓	
<b>Experience</b>		
Experience of working with young people aged 11-19	✓	
Proven track record of successfully working with disaffected young people	✓	
Experience of working in a secondary school setting		✓
Experience of assisting students with their learning	✓	
Proven track record of building and maintaining positive relationships with students, parents and staff	✓	
<b>Skills</b>		
<b>Personal</b>		
Must be punctual	✓	
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to follow Academy policies on behaviour in a positive and consistent manner	✓	
Ability to work with data, spreadsheets and electronic file systems	✓	
<b>Knowledge and Understanding</b>		
Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information	✓	
Knowledge of the rights and responsibilities of parents	✓	
A clear understanding of the factors which lead to educational disaffection in young people	✓	
Knowledge and understanding of strategies to remove barriers to learning in young people	✓	
Knowledge of the range of additional support/agencies available for students	✓	
A clear understanding of safeguarding in the context of working in a school	✓	
A clear understanding of techniques for positive behaviour management	✓	
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate policies and strategies to support them	✓	
Understanding the needs of bilingual students	✓	

# Internal Exclusion Supervisor

**Salary: Scale 4, Spine Point Range 18 - 21**  
**£26,836 - £28,733 FTE (£23,533 - £25,197 pro rata)**

**Contract Type: Permanent, Term Time only**  
**Required: January 2024**  
**Location: North Hackney**

Skinners' Academies Trust is seeking to appoint an enthusiastic and experienced Internal Exclusion Supervisor to take responsibility for the design and delivery of the intervention programmes and Internal Exclusion room at Skinners' Academy.

## Our Vision:

"Be the best you can." This is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; "leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision". The recruitment of an enthusiastic and committed **Internal Exclusion Supervisor** is crucial to the success of this journey.

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- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

## How to Apply:

Please send a completed application form and monitoring form to: [recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk). Please note that we do not accept CVs.

**The closing date for applications is 9am on Monday 8<sup>th</sup> January 2024. Interviews will be held w/c 15<sup>th</sup> January 2024.**

Skinners' Academy is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

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