



**ROYAL  
WOOTTON  
BASSETT**  
ACADEMY TRUST

# Application Pack

Royal Wootton Bassett Academy  
**Student Manager**  
Starting 1<sup>st</sup> September 2021

£24,982.00 fte (£22,358.89 pro rata)

37 hours per week, 41 working weeks.

Closing date – Tuesday 13<sup>th</sup> July 2021 (midnight)

Interview – Thursday 15<sup>th</sup> July 2021

# Excellence in Education

Dear Applicant

Thank you for your interest in working for Royal Wootton Bassett Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of 'Excellence.' Together the Schools strengthen each other, sharing good practice and building capacity for all. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

The successful applicant should be a competent, enthusiastic, motivated and dedicated Student Manager wanting to join our Pastoral Team. The ideal candidate will hold a relevant Level 3 Qualification, and provide support to the Head of Year and Deputy Headteacher for Safeguarding, Behaviour and Well Being, Tutors, Teachers, Students and Parents, in order to encourage holistic and academic progression in all students.

In return we can offer the full benefits of our excellent support and CPD programmes both internally and through Royal Wootton Bassett Academy Trust.

Royal Wootton Bassett Academy is an oversubscribed, very successful, reflective and incredibly proud 11-18 school with 1,761 students on roll including 365 students in our very popular and successful Sixth Form. Royal Wootton Bassett Academy is committed to developing 'Growth Mind sets' and we would welcome an application from fellow professionals who share this mind-set.

In December 2010, the school was awarded **Outstanding** in every category by Ofsted. They described our students as *"...an absolute delight."* and *"in every area of the School they carry out exemplary practice."* In November 2013, the Academy was again awarded **Outstanding** in every category by Ofsted where they stated *"Around the school, students are polite and courteous to each other, to members of staff and to visitors. Students listen attentively in lessons, and almost always respond rapidly to teachers' instructions"*. As far as we are aware, Royal Wootton Bassett is the only school in the country to be awarded this prestigious accolade in succession.

Royal Wootton Bassett is geographically situated in a pleasant location with Bath, Bristol, Cheltenham and the Cotswolds all within commuting distance.

The Governing Body and staff at the Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment.

**If you believe you have the experience, vision and drive for this role, then we would like to hear from you.**

## Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

This appointment is subject to the Academy receiving two satisfactory references, one of which will include your current/last employer. Please remember to check your referees are actually able to provide a reference, as failure to do this could cause a delay in confirming your appointment. Royal Wootton Bassett Academy is committed to Safeguarding and this appointment is also subject to you providing relevant documents to the Academy proving your legal right to work in the UK and clearance from the Disclosure and Barring Service of an enhanced check for regulated activity.

Further details about the Academy, this post and an application form can be found by visiting our website [www.rwba.org.uk](http://www.rwba.org.uk) or telephoning Mrs Anita Ellis, Headteacher, on 01793 841907, or emailing Mrs Sharon Lambourne at [slambourne@rwba.org.uk](mailto:slambourne@rwba.org.uk).

We hope you will feel inspired to apply for the post of Student Manager at Royal Wootton Bassett Academy

Yours sincerely

Anita Ellis

Headteacher Royal Wootton Bassett Academy

Lawn Manor  
T 01793 487286  
E [admin@lawnmanor.org](mailto:admin@lawnmanor.org)  
W [www.lawnmanor.org](http://www.lawnmanor.org)



Royal Wootton Bassett  
T 01793 841900  
E [admin@rwba.org.uk](mailto:admin@rwba.org.uk)  
W [www.rwbat.org.uk](http://www.rwbat.org.uk)





# Job Description

## PURPOSE OF JOB:

To promote the emotional well-being and safety of our students in order to optimise their education and overcome barriers to learning.

To support all students, parents and colleagues to achieve this aim.

## MAIN RESPONSIBILITIES, TASKS & DUTIES

- To cultivate a positive ethos for the Year Group, including the celebration of success, use of rewards and positive, role model behaviours.
- To build and maintain positive relationships that develop and enhance the students' academic, personal and social education.
- To act as the first point of contact for students, parents and colleagues and to facilitate positive working relationships between the home and school with accurate and effective feedback.
- To oversee and maintain exceptional professional standards in each Year Group, including the care and guidance of all tutors within each Year Group.
- To be responsible for upholding the Academy's Policies, in particular the Academy's Code of Conduct, Attendance Policy and Behaviour for All Policy.
- To lead on effective behaviour management strategies and action plans for students, to ensure the safety and emotional wellbeing of all students in each Year Group.
- To assist in maintaining rigorous standards of behaviour, adhering to the Behaviour for Learning Policy and as directed by the Leadership Team.
- To carry out IER and inclusion duties including reintegration meetings with parents.
- To encourage inclusion by managing and overseeing students with planned interventions and support programmes in school, this may include Alternative Curricula or reduced timetables.
- To inform, consult and liaise with the Head of Year, Deputy Headteacher and wider Leadership Team, and Tutors regarding students concerns and plan for action.
- To work with the Designated Safeguarding Lead on all aspects of Safeguarding, liaising with External Agencies, attending and supporting in Child Protection Conferences, Child Protection Review Meetings, Annual Review Meetings and Looked After Children Meetings, lead Core Group Meetings and act as a Lead Professional throughout the CAF process.
- To work with the Personalised Learning Team and SENCO on all aspects of SEND, EHCP writing and LAC directed aspects, including participating in multi-agency meetings.
- To monitor and act upon attendance issues, including working with the EWS and carrying out SAMs with parents for action.
- To organize and monitor appropriate pastoral support and guidance, including writing individual education/behaviour plans, Early Help documentation, CAFs, DARTs, CSE Toolkits, PEPs, IBP and PSP's for identified and targeted students.
- To frequently update and respond to CPOMs.
- To assess, record and report on the development, progress and attainment of students with intervention strategies for identified students.
- To investigate incidences and ensure all records are accurate and adhere to GDPR practices.
- To support the Academy's QA practices, including contributing to the SIP and carrying out Learning Walks.
- To be responsible for creating and analyzing data reports when required, including Behaviour, Attendance and Academic Progress reports.
- To liaise with staff and parents on the induction of new students to the school who arrive mid-year.
- To lead, organize, administer and promote student involvement in whole school initiatives, house competitions and school calendar year activities.
- To attend whole staff events and year specific events as and when they occur. These include parent consultation evenings, parent information evenings and any other such events on the school calendar.
- To supervise students at recreational times as required.
- To plan and organise Family Learning Events to build positive relationships between home and school. Targeting vulnerable and Pupil Premium students.
- Contribute to the training and support of new staff for the duration of their training period.



# Person Specification

## MANAGEMENT OF PEOPLE

The Student Manager needs to manage the Year Group (approx. 300 students), support and promote the emotional welfare, safety and well-being of each student. This can be on an individual, small group or collective basis.

The Student Manager must support and advise colleagues in relation to student concerns. This can be both proactive and reactive dependent on the situation.

## SUPERVISION OF PEOPLE

The Student Manager supervises students in the Internal Exclusion Room and checks work accordingly. The Student Manager supervises students during recreational times. The Student Manager supervises students during After School Detentions. The Student Manager supervises students on Trips and Activities.

## CREATIVITY AND INNOVATION

The Student Manager is often required to work autonomously, providing expertise in Crisis Management. This requires making immediate judgement calls and decisions to de-escalate crisis and minimise risk. An effective Student Manager demonstrates initiative in dealing with behaviour/welfare matters as they arise, drawing upon previous experience and expertise.

The Student Manager is required to organize events that facilitate links between home and school, including Family Learning Events.

The Student Manager needs to be confident in working both independently and autonomously. Identifying and signposting to external sources of support.

## CONTACTS AND RELATIONSHIPS

The Student Manager needs to maintain a pivotal, professional role throughout the Academy and beyond on all aspects of the student in their care.

The Student Manager needs to maintain effective communication links with parents formally and as required informally, ensuring that all enquiries are addressed within 24 hours and frequently beyond school hours.

## DECISIONS

### a) Discretion –

The Student Manager is required to make decisions in the absence of the Deputy Headteacher and Head of Year.

The Student Manager must act in accordance with all school policies and procedures and relevant legislation, particularly in matters relating to Safeguarding, Child Protection and behaviour management.

### b) Consequences –

The Student Manager is required to be the first point of contact and will often be expected to make decisions or form actions in the absence of the Deputy Headteacher and Head of Year. If decisions are not professional, accurate or logical, the consequences can be detrimental for a students' academic progress, personal wellbeing, physical and mental health. Working relationships between school and home can be irretrievably damaged, for other Professionals who require an accurate and objective view, inaccuracy or unprofessional conduct can cause legal consequences and actions at Multi Agency level.

## KNOWLEDGE AND SKILLS

- Advance knowledge and skills in the specialist area of dealing with students with SEN, EBD and social emotional and mental health behaviour.
- Experience of leading and advising on best practice in relation to positive behaviour support.
- Experience in Pastoral Management in a care setting (Looked after Child).
- Good knowledge of training practices and applications.
- Good knowledge of Safeguarding and other relevant procedures.
- Good knowledge of the relevant Regulatory Body Regulations.
- Knowledge and experience of working with outside agencies.
- To be able to demonstrate the ability to plan, implement and evaluate appropriate interventions to support raising achievement and progress.
- The ability to work well under pressure.
- The ability to work independently and as part of a team.
- Highly developed interpersonal skills and the ability to relate well to students and adults.
- Effective communication skills, verbal and written.
- Good IT skills.
- Good organisational and time management skills.
- Demonstrate a high level of initiative/to act or take charge of others.
- To demonstrate empathy/sympathy skills and be able to demonstrate diplomacy.
- To have sound listening/paraphrasing skills.
- To demonstrate intuition and reasoning skills.
- To uphold professional confidences and demonstrate sound discretionary skills where necessary.

## Recommended qualifications/training which will be given in course of employment:

- |   |  |
|---|--|
| • Basic Counselling Skills for Non-Counsellors (RELATE) | Emotional Coaching                         |
| • Youth Mental Health First Aid                         | Self-Harm                                  |
| • E-Safety  | Adolescent Anxiety                         |
| • Radicalisation Awareness                              | Allergy Wise Training                      |
| • Using CBT techniques in Adolescent anxiety            | Safeguarding and Child Protection training |

WOOTTON BASSETT  
ACADEMY  
Reception

Ofsted  
Outstanding  
2010 2011

Ofsted  
Outstanding  
2012



# How to Apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

**Closing date for applications: Tuesday 13<sup>th</sup> July 2021**

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

**Interviews will be held on Thursday 15<sup>th</sup> July 2021**

Completed application forms should then be sent via email to

[slambourne@rwba.org.uk](mailto:slambourne@rwba.org.uk)

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

RWBAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



