

Southchurch High School



Information for Candidates Curriculum Plus Manager

Required as soon as possible

Letter from the Headteacher



Dear Candidate

Thank you for taking an interest in this post at Southchurch High School. I hope the information enclosed in this pack gives you a good sense of what makes our school a special place to work and provides the information you need about the post.

Southchurch High School is an amazing place to learn and work and our philosophy of being 'A community of opportunity, learning and aspiration' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. Our values are clear and as an inclusive learning community we are determined to realise our vision and achieve our goals. We continually reflect on our practise and evaluate our performance; taking collective responsibility for learning together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Southchurch High School are a pleasure to work with; they are keen to learn, talented and well- behaved. Our school is oversubscribed and has a waiting list.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon and please do not hesitate to contact us if you need any further information.

Yours sincerely

Tracy Airoll
Interim Headteacher



About Us



Southchurch High School is a popular 11- 16 year mixed comprehensive academy having converted in 2018. Our fundamental beliefs about education are summarised in our mission statement of '**A community of opportunity, learning and aspiration**'. The school already houses a flourishing community of over 750 pupils, and is expected to continue growing strongly over the next few years. We have waiting lists for entry into years 7 and 8 and fully expect to be in the same position with our next intake in September 2023.



The moral, spiritual, social and cultural development of all learners permeates throughout the curriculum. We aim to maintain a just and caring school community in which all learners, teachers and members of the associate staff are given personal recognition and a sense of security, respect and dignity. We believe that it is only in such an environment that learners can recognise and appreciate achievement in its various forms including high academic standards and good examination results.



Great emphasis is placed upon the need for learners to develop self-discipline and respect for others. The wearing of school uniform is insisted upon. High levels of attendance and punctuality are viewed as vitally important. Good manners and courtesy to others are expected from everybody. Good order and the importance of personal relationships are insisted upon throughout the school to allow genuine learning and academic and personal development to take place.





In general, the school aims to create an ethos that supports a sense of co-operation, pride, identity and purpose in all students, members of staff and parents. The raising of standards is a key theme throughout Southchurch High School. Our students deserve the best.

At Southchurch High School, every effort is made to stress the positive and celebrate achievement to boost the self-esteem, confidence and dignity of the students. An array of out of class activities give learners the opportunity for self-expression and the enjoyment and satisfaction which comes from achievement. Motivation is enhanced through the relationships that are strengthened through engaging with staff in different situations.

Will you join us in reaching our aspirations?

If you share our values, have an entrepreneurial spirit, and are excited by the prospect of making a real contribution to a new and growing school, we want to hear from you.



Living and Working in Southend-on-Sea



The school is located in a quiet suburb of Southend-on-Sea and benefits from excellent transport links. We are within easy reach of Chelmsford, Brentwood, Colchester and London.

Whether you fancy screaming around the loops of a rollercoaster, exploring the world beneath the waves, or venturing down the longest pleasure pier in the world, there's plenty to do in Southend. Standing for over a century it extends 1.3 miles into the Thames Estuary, and is a well-loved and recognised symbol of Southend. With stunning views, it's the perfect place to go for a taste of the invigorating fresh air, and experience the freedom of the sea.

Southend is blossoming with parks and gardens in which to spend a lazy afternoon with a picnic, or packed with fun play equipment and sports facilities to entertain the kids. Whether you're after an open-air concert at the historic Bandstand, art exhibitions, or a weekend of fantastic music, art and dance there's so much going on all year round.

Whether you're looking for fine dining with sea views, or a maybe a quick meal before a show at the Cliff's Pavilion, Southend has the answer. For panoramic views of the Thames Estuary head to one of the fantastic seafront restaurants. There's the RBG Grill at the Park Inn Palace Hotel, the stunning Royal Hotel and the Seven Hotel, a brand-new and exquisitely designed boutique hotel with its 70-seater modern British restaurant, 'Gin-centric' cocktail bar and outdoor sun terrace. They're all unique, but all offer the perfect place to watch the sun set over the Estuary.

Southend High Street is home to a broad range of international retailers, as well as independent shops and boutiques. Visiting farmers and craft markets provide an opportunity to purchase fresh, local produce and unique gifts.



Curriculum Plus Manager – Job Description

JOB TITLE: Curriculum Plus Manager

NJC SCALE RANGE: Point 34-37 Scale 10

RESPONSIBLE TO: SLT Link

Purpose: To provide effective and efficient behaviour management support to teachers and pastoral staff in the school, addressing the needs of students who require help to overcome barriers to learning, in order to achieve their full potential and enable the school to raise standards of achievement, improve attendance and raise standards of behaviour.

Supporting students

- To manage the smooth running of the Curriculum Plus Room, ensuring that students are:
 - Working in silence
 - Following the Curriculum Plus/Shifted School Code of Conduct
 - Actively engaged in their learning
- Investigate disciplinary issues, collate statements and liaise with teachers, parents and carers as necessary.
- Manage internal exclusion arrangements: logs, recording, parental letters etc.
- Liaise with teachers to ensure that appropriate work is available for students.
- Maintain a bank of emergency work for use when other work is not available.
- Provide a daily report for each student including behaviour, attendance and a summary of work completed.
- Administer school procedures, ensuring high standards of school discipline.
- Undertake break and lunchtime supervision of students.
- Work one-to-one with students promoting achievement, attendance and good behaviour for learning.
- Co-ordinate and provide support, where necessary, to ensure the successful reintegration of Curriculum Plus and Shifted School students back into their timetabled lessons.

Supporting Teachers/Subject Leaders

- Liaise with teachers and senior leaders to ensure that all involved are aware of which students are in the Curriculum Plus Room.
- Liaise with teachers to ensure that appropriate work is provided for each student.
- Assist in setting behaviour targets.

Supporting Parents/Carers

- Attend meetings with parents and carers and external agencies as appropriate.
- Assist with the production of relevant school documents and update information as required.

Supporting the School

- Work with other professionals supporting the students in implementing and evaluating an agreed programme of support.
- Carry out a regular review of systems and procedures and implement any relevant changes.
- Effectively line manage Curriculum Plus and Shifted School staff.
- Manage the budget for Curriculum Plus and Shifted School.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with all school policies and procedures particularly relating to, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equalities policies.
- Adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos of the school

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of the Conditions of Employment
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying them out
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder

Curriculum Plus Manager - Person Specification

Qualifications and experience	Essential	Desirable
Successful experience working with children in a school/early years environment	✓	
NVQ Level 3 in learning support/early years or equivalent qualification/experience		✓
Preference experience in similar role		✓
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
Driver's Licence and access to a vehicle	✓	
Ability to write to a good standard of literacy to include excellent report writing skills	✓	
Knowledge of SIMS		✓
Use of IT systems to compile reports as well as analysing statistical data for monitoring purposes	✓	
Understanding of the issues affecting truancy and non-school attendance		✓
Understanding of issues linked to confidentiality	✓	
Demonstrate knowledge of attendance regulations		✓
Demonstrate understanding of issues that may affect a student's ability to attend school		✓
Personal Qualities		
Stamina, energy, resilience and sense of humour	✓	
Tenacious and results focused	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and abilities		
Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
Successful completion of training to support SEN if appropriate	✓	
Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion	✓	
Good understanding of the school organisation, timetable and learning and pastoral support systems	✓	
Good understanding of child development and pastoral issues such as inclusion and transition	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
Ability to make a proactive contribution to the work of the team supporting children, their families and carers	✓	
Ability to work with parents and carers to improve support for children	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with a range of adults	✓	
Contribute to the development and implementation of effective systems to share information	✓	
Good organisational skills	✓	
Ability to remain calm under pressure	✓	
Ability to manage and support the work of others	✓	
Ability to manage own time effectively	✓	
Ability to meet deadlines	✓	
Demonstrate creativity and an ability to resolve problems independently	✓	
Awareness of and promotion of equality	✓	
Good understanding of Health & Safety	✓	
Good understanding and effective implementation of Child Protection	✓	

procedures		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance	✓	
Demonstrate an ability to cope with stressful/conflict situations	✓	
Ability to effectively evaluate own performance	✓	

The Selection Process

We read every application carefully to identify the key skills and qualities we are looking for. These include:

- A commitment to the school's values
- Relevant teaching experience (for teaching positions)
- A passion for learning and developing young minds
- Reflective practice
- Willingness to contribute to the wider life of the school
- A commitment to the safeguarding of children and young people

Shortlisted candidates are invited to the school for interview. All interviews involve the following:

- A formal interview with the Headteacher or other senior and middle leaders.
- An observed lesson. The lesson objective and background information will be provided in advance.
- A tour of the school and insight into how the school and department operates.
- Opportunities to meet future colleagues.

References

Please include with your application the names and contact details of two professional referees. One of these should be your current employer. We will collect full references before shortlisting for interview. If you prefer that we do not contact one or more of your referees, please notify bring this to our attention on your Application Form.

Qualification, Background and Identity Checks

We are committed to the safeguarding and promoting the welfare of students and operate safer recruitment practices. We expect all staff to share this commitment and an Enhanced DBS disclosure will be sought if you are successful at interview. You will be asked to provide documentation at interview as proof of your identity and qualifications. If you have lived in a country other than the United Kingdom in the past 5 years, clearance from this country will also be requested and a certified translation may be required.

If you would like to visit the school or have an informal discussion please contact the School's HR Manager on 01702 900777 or email to hr@southchurchschool.com.

Recruitment and Selection Policy Statement

1. The Governing Board is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting:
- receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness for the particular role
 - verification of qualifications and of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period
 - verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all shortlisted candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) and any prohibitions prior to interview. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be discussed with candidates and decisions made on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:
- to identify issues which call into question the applicant's suitability to work with children;
 - to verify employment history.

Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.



Southchurch High School

Southchurch Boulevard
Southend-on-Sea
Essex
SS2 4XA

www.southchurchschool.com

info@southchurchschool.com

01702 900777

