



**BICESTER LEARNING ACADEMY**

# **CURRICULUM SUPPORT OFFICER**

25 hours per week, 39 weeks per year

Based at The Cooper School, Churchill Road, Bicester OX26 4RS



**Bicester Learning Academy, The Cooper School, Churchill Road, Bicester, Oxfordshire OX26 4RS**  
Telephone: 01869 242121 Email: [recruitment@bicesterlearningacademy.co.uk](mailto:recruitment@bicesterlearningacademy.co.uk)

## ABOUT BICESTER LEARNING ACADEMY



Bicester Learning Academy was formed on 1st July 2014 and is a multi-academy trust currently comprising of The Cooper School and Glory Farm Primary School. The academy is run by a board of Trustees, with a separate Academy Committee (LGB) for each individual school. Both schools operate as a separate entity, retaining their own identity, uniform and ways of working. The academy is independent of the Local Authority (LA) and is funded directly by government. It has greater freedom to make decisions that reflect its particular circumstances and ethos.

The ambitions for the schools remain high: that we should provide to all our pupils a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standard that reflect their ability. This reflects in our ethos as schools which service its community.

Our two schools already benefit from a strong partnership and we will use this opportunity to increase impetus in striving to gain even higher standards of pupil achievement and additional funding, previously retained by the Local Authority, will allow our academy the freedom to develop new and improved technologies.

We work with local schools, primary and secondary as our aim is to work together for the greater good of the young people in Bicester and its surrounding villages, both present and future.



## THE VACANCY

Bicester Learning Academy is seeking to appoint a **Curriculum Support Officer**, to join our administration team as soon as possible.

This is a part-time position of 25 hours per week for 39 weeks a year (term time only plus INSET days). The starting salary for this position is Grade 6, Point 8, currently £19,945 per annum full time equivalent. The actual salary will be £11,558.56 for the hours and weeks worked.

### **We offer:**

- competitive salary;
- an excellent pension scheme;
- regular training opportunities;
- friendly and supportive colleagues;
- an energetic, vibrant and diverse environment where everyone is valued.

**We are seeking an** enthusiastic and experienced individual to join our established team to provide administrative support for the successful delivery of teaching and learning throughout our academy. The successful candidate should:

- have strong administrative and computer skills;
- be reliable and punctual;
- have the ability to communicate to colleagues at all levels within the organisation;
- be adaptable, flexible, confident and calm under pressure;
- be well organised;
- show commitment to continued professional development.

For an informal discussion of the post please contact Mrs Celia Ottaway by telephone on (01869) 242121 or by email [cottaway@thecooperschool.co.uk](mailto:cottaway@thecooperschool.co.uk)



## JOB DESCRIPTION

<b>Job description for:</b>	Curriculum Support Officer
<b>Grade:</b>	6
<b>Working hours per week:</b>	25 hours
<b>Working weeks per year:</b>	39 weeks
<b>Permanent/Temporary:</b>	Permanent
<b>Principal place(s) of work:</b>	The Cooper School but the post-holder will be expected to work flexibly across the Bicester Learning Academy sites.
<b>Immediate line manager(s):</b>	Executive Officer and Administration Manager
<b>Staff managed:</b>	None
<b>Job Purpose:</b>	To ensure that curriculum staff are supported throughout the school year within the Bicester Learning Academy.

### **Main Duties/Responsibilities:**

#### **Main Tasks Curriculum Support**

- To support curriculum subjects including typing, creating work packs, student emergency contact lists for trips, examination paper copy typing and photocopying.
- To liaise with relevant staff and diarise dates for open evenings, providing support to specific Year Open Evenings, producing display material and handouts as required and within agreed timescales.
- To cover other Curriculum Support staff as required.
- To prepare display materials/notices as required.
- Assisting the Head of Year with the creation of attendance certificates, behaviour certificates and rewards.
- Ensure behaviour logs are kept up to date and produce weekly behaviour reports for the Senior Leadership Team (SLT)
- To produce and distribute positive behaviour postcards, recording this information on Bromcom and Google Docs.
- Produce a Year 8 Options Booklet, to include confirming the curriculum pages with departments, creating the booklet, distributing initial option pages, recording entries, merging option routes and student details, recording option preferences – and other related tasks.
- To collate current school information and policies, liaise with Heads of Department and amend as needed for prospectus inserts.



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- To prepare letters for Parents Evening across main school years 7-11, creating sign in sheets for termly parent's evenings.
- To prepare, amended if necessary and proof read planners for academy students.
- To log attendees to Year 7 Homework Club in a timely manner
- To send emails (e-Comms) to parents/guardians/students as requested
- To ensure all correspondence complies with The Cooper School standard, using the correct font, typeface etc.
- Any other tasks as directed by immediate Line Manager or member of the SLT.

## Main Reception

- To provide additional cover for the Receptionist, where assistance is needed with general enquiries and/or switchboard enquiries, so ensuring the smooth running of the resources team/reception.
- Send notes to students to pass messages from staff members
- Monitor emails received into the Office email account and respond to/forward as necessary
- To provide first aid treatment to students including when multiple first aid incidents and accidents are taking place ensuring all information is recorded on the relevant Google Sheet.
- Ensure correct procedures are followed for signing students in or out of school
- To ensure the Visitor Diary is kept up to date and pre-load visitors onto the electronic signing in system
- To provide cover for Reception team lunchtime breaks as required.
- To inform member of the Senior Leadership Team of a 'Bleep' call, recording all 'Bleep' calls in the process.

## First Aid

- To support the Reception Staff with those who attend the reception due to medical needs, illness or injury.
- To assist Reception Staff by attending to injuries around site and for initiating an emergency response to serious incidents/accidents.
- Recording all medical/sickness incidents and accidents on a google spreadsheet and for reporting accidents.
- To be responsible for recording all prescribed medicines, ensuring all relevant forms are completed by parents.
- To liaise with the Head of SENCo for upcoming year 6 students with regards to potential medical issues on commencement in year 7, upgrading BROMCOM in the process.
- Prepare and forward a summary of all accidents to the Compliance Officer.

## Additional duties

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children





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The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Education</b>	<ul style="list-style-type: none"> <li>A good standard of education including English and Maths at GCSE level grade C or above (or an equivalent qualification).</li> </ul>	
<b>Relevant experience</b>		<ul style="list-style-type: none"> <li>Experience of working in a similar role in a secondary school.</li> </ul>
<b>Relevant knowledge</b>	<ul style="list-style-type: none"> <li>Computer literacy across Microsoft products</li> </ul>	
<b>Relevant Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Good communication (written and oral) and organisational skills.</li> <li>The ability to remain calm under pressure.</li> <li>The ability to multi-task.</li> <li>Experience of or an aptitude to learn Google Apps for Education</li> </ul>	<ul style="list-style-type: none"> <li>A first aid qualification is desirable but not essential as training will be provided.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>An awareness of responsibilities for health and safety of themselves and others</li> <li>Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.</li> <li>A commitment to safeguarding children</li> </ul>	



# BICESTER LEARNING ACADEMY

## HOW TO APPLY

Further details and an application form are available on the Academy website [www.bicesterlearningacademy.co.uk](http://www.bicesterlearningacademy.co.uk) or please contact Human Resources by telephone on (01869) 362697 or by email [recruitment@bicesterlearningacademy.co.uk](mailto:recruitment@bicesterlearningacademy.co.uk)

**Closing date for receipt of applications: Wednesday 4<sup>th</sup> December 2019, 9am**

*Bicester Learning Academy have the right to interview and appoint at any time throughout this recruitment process. All candidates are advised to refer to the job description and person specification before making an application.*

**Applicants from outside the EU will need to demonstrate their eligibility to work in the UK.**

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





# BICESTER LEARNING ACADEMY

<b>Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy</b>			<b><u>Written By:</u></b> <b>E Le Brun</b>
<b><u>Applicable to:</u></b> <b>ALL STAFF</b>	<b><u>Accountable Officer:</u></b> <b>B J Baxter</b> <b>J MacLachlan</b>	<b><u>Date Adopted:</u></b> <b>July 2014</b>	<b><u>Date To Be Reviewed:</u></b> <b>July 2020</b> <b>(Every 3 Years)</b>

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

## General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

## Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

## uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



# BICESTER LEARNING ACADEMY

<b>Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy</b>			<b><u>Written By:</u></b> <b>E Le Brun</b>
<b><u>Applicable to:</u></b> <b>ALL STAFF</b>	<b><u>Accountable Officer:</u></b> <b>B J Baxter</b> <b>J MacLachlan</b>	<b><u>Date Adopted:</u></b> <b>July 2014</b>	<b><u>Date To Be Reviewed:</u></b> <b>July 2020</b> <b>(Every 3 Years)</b>

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.