



## Job Application Pack **Dean of Students**

Full time equivalent £19,856.00 - £21,695.00

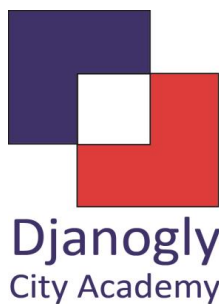
Pro rata for term time only will apply  
(Support staff scale 30 – 35)

Full time, Term Time Only

Fixed Term Contract

Closing Date: 09:00, Friday 28th September 2018

Interview Date: W/C 1<sup>st</sup> October 2018



## Letter from the Principal

A warm welcome

Making a difference at Djanogly City Academy (DCA) really does mean that. Our students are fantastic and the job satisfaction that you have from working with them and being part of our community is enormous.

People ask me why they should work at DCA. My message is clear: at the end of each day you know that you can go home, having worked hard, but really know that you have had a big impact on the lives of our children and their families. You have made a difference.

We do work hard and set high expectations of all our team but your career development and professional worth is huge and much greater at DCA than in other schools. In addition, being part of a growing group of academies brings many more opportunities for development.

We are a diverse community in inner city Nottingham, with a lot of disadvantage and deprivation to deal with but it's our duty to give the young people the best possible chance so that they can be successful.

We have made significant improvements which have been recognised by DfE and Ofsted. Our results last year made us the most improved school in both the City and the County. This year's will be even better as the quality of provision continues to improve.

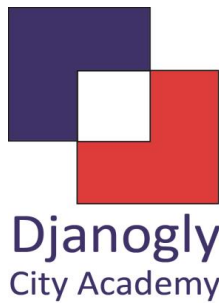
If you are thinking of joining us then please come and look round the school to get a feel for our ethos and values and meet some of our team.

We aim to be the best and need more excellent professionals to join us to make that a reality.

I hope you feel that you want to join us and look forward to reading your application form and CV.

Best Wishes

**Damian Belshaw**  
**Principal**



## Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Djanogly City Academy and the tremendous opportunities this academy offers the young people of Nottingham.

Our Trust started partnership work with Djanogly City Academy in April 2014. DCA has experienced challenges in recent times and we were invited to lead the long-term transformation of the academy.

Working in partnership with the Djanogly Learning Trust, we will raise aspirations and improve outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the academy.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at the Djanogly City Academy, and we look forward to receiving your application.

**John Tomasevic**  
CEO of the Torch Academy Gateway Trust



## Application Details

Thank you for your interest in the Dean of Students vacancy at Djanogly City Academy.

Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Belshaw, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [DCAJobs@djanogly.notts.sch.uk](mailto:DCAJobs@djanogly.notts.sch.uk) with **Dean of Students** in the subject line, or by post, for the attention of Mr. Belshaw, to the following address:

HR Department/Jobs  
Djanogly City Academy  
Gregory Boulevard  
Nottingham  
NG7 6ND

## Application forms

These can be downloaded from the school website [www.djanogly.notts.sch.uk](http://www.djanogly.notts.sch.uk). Wherever possible, please provide email addresses for your referees.

## Closing Date

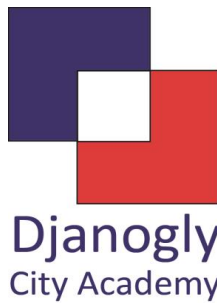
Please ensure your application arrives by 9am on the closing date of Friday 28 September 2018.

## Interview:

Interview for the role will be held the w/c 1<sup>st</sup> October 2018 after the closing date of Friday 28 September 2018. If you have not heard from us within 1 week of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Djanogly City Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Job Description**

### **JOB TITLE: Dean of Students (Term Time Only)**

#### **Job Purpose**

Djanogly City Academy are looking for enthusiastic Dean of Students to ensure the welfare of the students in our Academy.

#### **Duties and Responsibilities:**

1. To implement statutory requirements alongside the school's policy and procedures relating to the role;
2. To secure pre Common Assessment Framework documentation for students;
3. To access and initiate where appropriate, multi-agency meetings, working with outside agencies to ensure external support mechanisms are in place where appropriate;
4. To attend and contribute to whole school events in order to provide information and support within the capacity of the role;
5. To work collaboratively with colleagues such as Head of Year, Behaviour Managers and the Senior Leadership team to identify students who may need additional support;
6. To support teachers in behaviour management;
7. To take statements from students following incidents;
8. Preparing accurate and appropriate documentation related to exclusions;
9. To attend post exclusion meetings and any other meeting as directed by the Principal or designate;
10. To formulate and maintain positive liaisons with families and carers;
11. Participating in the duty rota as directed and performing lunch and break duties;



12. To be responsible for monitoring attendance of students and taking practical same day steps to address poor performance;
13. To be responsible for completing the administrative function of late arrivals, detention;
14. Respond to the needs of students in the event of accidents resulting in injury, illness, prescribed medication as a qualified first aid practitioner, calling for further medical assistance and notifying and making arrangements with parents/guardians as appropriate. Accompany injured student to hospital if necessary;
15. To be responsible for maintaining and updating accurate student manual and computerised files within the protocols of school procedures;

### **Generic Requirement**

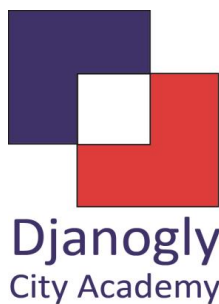
1. It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties.
2. All employees of the Academy are required to uphold the Equal Opportunities Policy through the performance of the duties.

This job description is not a complete description of the role, as you may be required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Principal or designate.

### Person Specification

AREA OF RESPONSIBILITY	REQUIREMENT
Statutory Requirement	<ul style="list-style-type: none"> <li>• Demonstrate an awareness of statutory requirements in relation multi agency working with internal and external partners.</li> <li>• To have an up to date knowledge of child protection issues, including local and national best practice.</li> </ul>
Welfare Provision	<ul style="list-style-type: none"> <li>• Experience of working effectively with parents, carers, staff and students, ideally within a school or children services background.</li> <li>• To have an awareness of cultural and diverse backgrounds.</li> <li>• Be educated at least to Level 2 (A Level or equivalent standard) with an appropriate ICT qualification (ECDL or equivalent as a minimum)</li> <li>• Ability to evaluate the impact of procedures and practices and formulate strategies and targets for improvement.</li> <li>• Ability to demonstrate a problem solving approach to tasks.</li> <li>• Effective planning and organisation and administrative skills.</li> <li>• Ability to work collaboratively, ensuring the students welfare is supported in the school environment.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Ability to build positive and trusting relationships with students.</li> <li>• Demonstrate the skills to be able to defuse potentially contentious situations.</li> <li>• Ability to meet deadlines and work under pressure.</li> <li>• Ability to utilise ICT (word packages) including internal school database systems.</li> </ul>
Work to promote mutual respect and good relations	To work in collaboration with stakeholders to provide an efficient service that upholds the Academy's equality and diversity policy.
Other	Demonstrate a commitment to undertake further training and development in this area.
Line manager of the post:	School Leader: Pastoral
Number of staff responsible for:	None





## **Overview of the Trust**

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

## **Overview of the School**

### **Ethos**

The Djanogly City Academy has a very clear and distinctive ethos. Our culture is highly aspirational, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We have a clear message to guide all students in their daily lives; Work Hard, Be Kind.

### **Achievement**

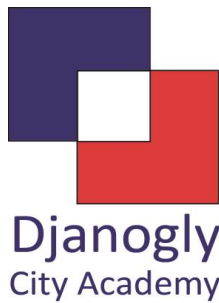
Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our academies within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety on contexts.





## **Curriculum**

At the Djanogly City Academy, Key Stage 3 students undertake a two-year programme that covers all the National Curriculum subjects. Students will be taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three-year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject, such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, Technology and PE supplement the core curriculum.

## **About the Academy**

The Nottingham City Technology College opened in 1989 and became the Djanogly City Academy in 2003. Primarily serving the residents of Hyson Green, the Academy is located on two sites. The Gregory Boulevard site is housed in a stunning, state-of-the-art building, designed by Norman Foster. The Sherwood Road site occupies a modern purpose built building with excellent facilities.

In April 2014, the Torch Academy Gateway Trust began working with Djanogly City Academy to help develop the academy further, ensuring the very best outcomes for all its students.

For more information about the academy visit:

[www.djanogly.notts.sch.uk](http://www.djanogly.notts.sch.uk)

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.