



Immanuel College
Church of England Academy

bdot
Bradford Diocesan
Academies Trust



Applicant Information Pack

Inclusion Supervisor and Student Liaison Officer

Closing Date:	Friday 12 May 2023, 9.00am
Shortlisting Date:	Friday 12 May 2023
Interview Date:	w/c Monday 15 May 2023
Start Date:	As soon as possible

Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Inclusion Supervisor and Student Liaison Officer at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

We are an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe in and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in January 2019, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form. Outcomes in summer 2022 placed the school as the top sixth form provider in Bradford, with average A level results at grade B and average level 3 BTEC grades at Distinction*.

All teachers have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then I welcome an application from you.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Inclusion Supervisor and Student Liaison Officer
Contract type:	Permanent
Contract type:	37 hours, all year round
Salary:	Scale 6/SO1 £27,344 - £32,020
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Immanuel College is an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years. The school has an excellent range of facilities including a suite of brand new classrooms as well as exceptional sports provision.

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Teachers and all other staff have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

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Job Description

Job Title:	Inclusion Supervisor and Student Liaison Officer
Team/Faculty:	Pastoral Team
Job Purpose:	You will work closely with the pastoral team supervising the inclusion room and assisting with the monitoring and management of student welfare and behaviour.
Salary:	Scale 6/SO1 £27,344 - £32,020
Accountable to:	Deputy Head (Inclusion) and Student Liaison Manager

Job Role and Responsibilities

Supervision & Support of the Inclusion Unit/Remove Room

- To manage the daily running of the inclusion unit/remove room, ensuring students are supported to reflect on their conduct and undertake appropriate work/learning.
- To liaise with teaching staff when necessary to ensure appropriate work is provided for all students.
- To ensure routines and expectations are adhered to consistently and in line with school procedures and protocols.
- To manage and support students' engagement in appropriate learning, ensuring progress is accurately recorded and managed.
- To monitor the inclusion unit/remove room to identify persistent offenders and monitor records of behaviour and achievements as required by senior staff.
- To mentor students as required, facilitating restorative justice as a normal part of any reintegration process.
- To manage and maintain a purposeful working environment within the inclusion unit/remove room, challenging inappropriate conduct or attitudes where they arise.
- To communicate effectively with parents/carers and other relevant stakeholders.
- To monitor the inclusion room and resources, reporting issues where necessary, to ensure an appropriate learning environment for all.

Support and Guidance

- To provide real-time support to teaching staff where pastoral, behavioural or other issues affect the effective delivery of lessons.
- To undertake duties effectively throughout the school day.
- To deliver pastoral support to individual students, including through the monitoring of behaviour reports and other strategies.
- To assist with the development and implementation of education, behaviour, mentoring, individual learning and other plans and to undertake assessments of students to determine those in need of particular help as directed by the pastoral managers.
- To ensure that school procedures in relation to the Behaviour Strategy are adhered to in a consistent manner.
- To support achievements for specific groups of students where designated – e.g, by House, Year Group, Gender, Ability etc.
- Be a contributory member of the 'mental health ' and/or 'safeguarding' team(s) as required, attending relevant training and CPD

Mentor Support

- To provide advice and mentoring to students to assist their social, health and hygiene development and provide for their personal needs and support those who are distressed.
- Act as a role model, challenging, motivating, promoting and reinforcing self-esteem to establish productive working relationships with students.
- Facilitate restorative work as required.

Attendance & Safeguarding

- To support the Pastoral Support Officers and Attendance Officers in the drive to improve attendance.
- To attend home visits and other visits as required to support attendance and ensure the appropriate safeguarding of students, including out of term time.

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Community Outreach

- To attend and support events as required beyond the normal school day, including those in evenings and out of term time.
- Plan and facilitate outreach activities for students extending beyond the school day including after school, evenings, weekends and out of term time as required.

Liaison with Agencies

- To assist with liaison with feeder schools and other relevant bodies to gather student information alongside Pastoral colleagues.
- To establish constructive relationships with parents/carers, exchanging information on a regular basis and encouraging their support for attendance, behaviour and learning to ensure effective home/school and community links.

Reporting

- To provide objective and accurate feedback and reports, as required, to other staff on student behaviour, achievements, and other matters.
- To attend pastoral team meetings as appropriate.
- To manage recording systems and processes as appropriate to ensure accurate analysis/reports of behaviour and other pastoral areas can be undertaken.
- To advise, inform and support colleagues in relation to student issues, and brief and update colleagues as required to support teaching and learning, safeguarding and wellbeing.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually

Person Specification

Job Title:	Inclusion Supervisor and Student Liaison Officer
Team/Faculty:	Pastoral Team
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Accountable to:	Deputy Head (Inclusion) and Student Liaison Manager

Category	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> • None • Prepared to undertake further job related training as required 	<ul style="list-style-type: none"> • Good standard of Literacy and Numeracy • Good standard of ICT
Experience	<ul style="list-style-type: none"> • Experience of working with students 11-18 years/young people in a pastoral/behavioural and/or safeguarding role 	<ul style="list-style-type: none"> • Experience of working with SIMS
Practical and intellectual skills	<ul style="list-style-type: none"> • Good standard of written English and numeracy. • Good listening skills and ability to manage/resolve conflict 	<ul style="list-style-type: none"> • Computer and keyboard skills
Personal circumstances	<ul style="list-style-type: none"> • Good timekeeping • Ability to work extra hours if required, including evenings, weekends and out of term time as required • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) • Will not require holiday leave during term time • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance 	
Physical & sensory	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability and Discrimination Act 1995 	
Disposition/attitude	<ul style="list-style-type: none"> • Resilient and able to cope with the pressures of school life. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Able to prioritise conflicting demands and pressures to bring about positive outcomes. • Ability to support the Christian Ethos of the College. • Ability to work without supervision and prioritise workload. • Ability to interact with, work and support the pastoral care and learning of pupils of 11-18 years. • Flexible approach, dependable and loyal – ability to work constructively within a team. • Able to maintain confidentiality in matters relating to the school, its students, its staff parents and carers • Enthusiastic and proactive approach to challenges • Ability to relate well to students and adults • Ability to remain calm under pressure • Demonstrate good co-operative, interpersonal and effective listening skills • Good sense of humour • Flexibility and willingness to accept change 	

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://www.mynewterm.com/jobs/142590/EDV-2023-IC-58717>

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. The interview will consist of a tour of the school, a task and formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

Closing date: Friday 12 May 2023, 9.00am

Shortlisting date: Friday 12 May 2023

Interview date: w/c Monday 15 May 2023

Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT



General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit www.bdat-academies.org

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non Church of England School, as well as those within the faith.

Contact Details

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