



Student Liaison Officer (full time)
37 hours per week, all year round
Required to start as soon as possible.
Scale 6/SO1 £24,313 - £28,785

Recruitment Information Pack
Immanuel College
Idle, Bradford BD10 9AQ

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Dear colleague,

Thank you for taking an interest in joining my staff team here at Immanuel College. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a thriving and successful 11-18 Church of England Secondary Science College serving the communities on the northern border between Leeds and Bradford.

Our ethos is very important to us as it means that our students will develop within a caring Christian environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirms we are an **Outstanding** Church school that is outstanding at meeting the needs of all learners. In 2016 we joined Bradford Diocesan Academy Trust this has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the academy chain

Our goal at Immanuel College is to become an outstanding school that delivers educational excellence. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

In 2019, Ofsted judged us to be a 'good' school, which has *'established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.'* Our students make excellent progress and our GCSE and A level results are good with outstanding results in many subjects. We have a thriving and inclusive Post 16 and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' both for our students and staff.

If you share our enthusiasm for learning and would like to visit us at our best then please get in touch.

I look forward to meeting you, and reading your application.

With all good wishes,

Jane Tiller, Headteacher

Application Process

The closing date for all applications is 9am on Friday 18th September 2020.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to:

katie.green@immanuel.bradford.sch.uk

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

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

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 425900, or email katie.green@immanuel.bradford.sch.uk

Bradford Diocesan Academies Trust (BDAT)

About BDAT

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of November 2018, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We envisage 2018-19 will be a year of further consolidation. To view our latest plan and priorities for 2018-19, or for more information on BDAT, visit www.bdat-academies.org or visit #wearebdat.

Our Christian ethos

BDAT is a proudly 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 Academies, as well as those within the faith.

JOB DESCRIPTION

JOB TITLE: Student Liaison Officer

TEAM/FACULTY: Pastoral

JOB PURPOSE: You will work closely with the pastoral team assisting with the monitoring and management of student welfare and behaviour.

SALARY: Scale 6/SO1 £24,313- £28,785

ACCOUNTABLE TO: Deputy Head (Inclusion) and Student Liaison Manager

Support and Guidance

- To deliver pastoral support to individual students, including through the monitoring of behavior reports and other strategies
- Assist with the development and implementation of education, behaviour, mentoring, individual learning and other plans; undertake assessments of students to determine those in need of particular help as directed by the pastoral managers.
- To take a positive role in the preparation and delivery of school assemblies, or other sessions, as required.
- 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

Supervision & Support of the Exclusion Unit/Remove Room

- To manage and participate in the supervision of students excluded from normal timetable, ensuring appropriate work is undertaken, including in the remove room.
- To monitor the remove room to identify persistent offenders and monitor records of behaviour and achievements as required by senior staff.
- To support teaching staff and students as directed by the Inclusion Manager.
- To mentor students as required, facilitating restorative justice as a normal part of any reintegration process.

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, challenge, motivate, promote and reinforce self-esteem and 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

Community Outreach

- To attend events as required beyond the normal school day, including those in evenings and at weekends and those 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, facilitating their support for child's attendance access and learning and supporting home to 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 head of year meetings and year team meetings as appropriate.
- To produce such analysis/reports on behaviour, as appropriate.
- To manage recording systems and processes, as appropriate.
- To advise, inform and support colleagues in relation to student issues, and brief and update colleagues as required.

Person Specification

Attribute	Essential	Desirable	How Identified
Qualifications	None	<ul style="list-style-type: none"> • Good standard of Literacy and Numeracy 	Application form Sight of original certificates.
Experience	<ul style="list-style-type: none"> • Experience of working with students 11-18 years/young people 	<ul style="list-style-type: none"> • Experience of working with SIMS • Experience of customer service 	Application form Interview
Training	<ul style="list-style-type: none"> • Prepared to undertake further job related training as required 		Application form, interview
Practical and intellectual skills	<ul style="list-style-type: none"> • Good standard of written English and numeracy. • Good listening skills 	<ul style="list-style-type: none"> • Computer and keyboard skills 	Application form Interview
Personal circumstances	<ul style="list-style-type: none"> • Good timekeeping • Ability to work extra hours if required • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) • Will not require holiday leave during term time • Able/willing to work evenings, weekends and out of term time as required • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance 		Sight of appropriate documentation as specified in interview letter
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 		Identified by application form and interview.

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. • 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 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 	None	Application References Interview
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This Personnel Specification

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified posts which involve substantial one to one access to children will be subject to a search of police criminal records and appointment to this post will be conditional upon confirmation by the police of information provided to us by the applicant.

Equal Rights

Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the council's services.