

# SAND

## ACADEMIES TRUST

Supporting Achievement Nurturing Development



## INFORMATION FOR CANDIDATES

### **SAND Academies Trust**

CEO & Executive Headteacher: Lyn Dance

Registered in England: Company Number 11968610

Registered Office: c/o The Milestone School, Longford Lane, Gloucester, GL2 9EU

Telephone: 01452 923800 [www.sandmat.uk](http://www.sandmat.uk)

## Supporting Achievement Nurturing Development

SAND Academies Trust was formed in June 2019 to enable and develop partnerships working across a group of academies. Academy Trusts are created by a number of academies working together. Academies are **independent, self-governing schools** that are funded directly by the Government and not via the Local Authority.

SAND Academies Trust now consists of five schools:-

**Battledown Centre for Children & Families**

**Belmont School**

**Paternoster School**

**The Milestone School**

**Willow Primary Academy**

Each school will maintain its own unique ethos, culture and identity that has been established over many years to ensure the needs of pupils are met.

As a partnership we will achieve more together and therefore:

- Improve outcomes, opportunities and life chances for children and young people
- Offer more / wider support for their families
- Share and develop staff expertise

We will continue working to **grow our Academy Trust** to include converting schools who share our vision and aims and who wish to be part of a new and exciting Trust that will respect the individual identity of each academy whilst providing opportunities for sharing good practice and expertise to benefit our children, young people and families.

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share the same commitment. All positions are subject to an enhanced DBS check.

## ABOUT US

SAND Academies Trust Head Office is located in the grounds of The Milestone School in Longlevens, Gloucester and is in close proximity of the M5 motorway (junction 11). The Trust currently has schools located in Gloucester, Cheltenham and Cirencester.

## OUR AIMS

To provide the best possible education for children and young people, including those with additional and complex needs, in both mainstream and special schools.

- To achieve excellence through innovation, creativity and continuous improvement.
- To direct the maximum resources available to The Trusts' academies, facilitating and servicing high standards.
- To build formal and informal partnerships across Gloucestershire and beyond.
- To develop a Trust which is 'outward' looking and enterprising.
- To support, challenge and improve underperforming schools.
- To utilise internal and external providers in the pursuit of excellence based upon pupil need.
- To utilise the skills and experience of staff and leaders across The Trust to the best advantage of the children and young people.
- To provide an environment where staff can continually develop and progress their careers.
- To develop multi agency working practices.
- To develop children and young people's independence skills and support families to take part in a parallel journey with their child as they prepare for adulthood.
- To maximise value-for-money by continued attention to costs and streamlining & centralising working practices where appropriate.
- To play a strategic role across the region by linking with other organisations.

## CURRENT VACANCIES

### 1) Headteacher, Willow Primary School

Closing date 12noon on Monday 27<sup>th</sup> September, 2021

- General information: page 6
- Headteacher Application Pack: pages 7 to 10
- Person Specification: pages 11 to 13
- Job Profile: pages 14 & 15

### 1) HR Officer, SAND Head Office

Closing date 12noon on Thursday 30<sup>th</sup> October, 2021

- General information: page 16
- Job Description: pages 17 & 18
- Person Specification: page 19

### 2) Cleaner, Milestone School

Closing date 12noon on Friday 1<sup>st</sup> October, 2021

- General information: page 20
- Job Description: pages 21 & 22
- Person Specification: page 23

### 3) Midday Supervisors x 3, Milestone School

Closing date 12noon on Friday 1<sup>st</sup> October, 2021

- General information: page 24
- Job Description: pages 25 & 26
- Person Specification: page 27

### 4) Finance Officer, SAND Head Office

Closing date 12noon on Friday 1<sup>st</sup> October, 2021

- General information: page 28
- Job Description: pages 29 & 30
- Person Specification: page 31

- 5) Learning Partner (LP4) x 2, Milestone School  
Closing date 12noon on Monday 4<sup>th</sup> October, 2021
- General information: page 32
  - Job Description: pages 33 & 34
  - Person Specification: pages 35 & 36

- 6) Inclusion Learning Mentor, Belmont School  
Closing date 12noon on Friday 8<sup>th</sup> October, 2021
- General information: page 37
  - Job Description: pages 38 & 39
  - Person Specification: pages 40 & 41

- 7) Operational Lead, Milestone School  
Closing date 12noon on Monday 11<sup>th</sup> October, 2021
- General information: page 42
  - Job Description: pages 43 to 44
  - Person Specification: pages 45

Details on how to apply for any of the above posts can be found on page 46.

**VACANCY: HEADTEACHER  
WILLOW PRIMARY ACADEMY**

Post Reference: HTWPA1

Grade: L 16-22 NOR 163

Contract: Permanent

Closing Date: 12 noon on Monday 27<sup>th</sup> September 2021

Interview Date: Monday 11<sup>th</sup> October & Tuesday 12<sup>th</sup> October 2021

Willow Primary Academy is looking to appoint a Headteacher who will provide vision, ambition, leadership and direction at Willow Primary Academy; ensuring it continues to develop.

This is a permanent, full time post subject to satisfactory pre-employment checks.

# **Willow Primary Academy**

## Headteacher Application Pack

### Contents

Letter from the CEO & Executive Headteacher Lyn Dance

Letter from the Chair of Local Advisory Board Angela Jarvis

Context of the School

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Job Profile

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## Letter from the CEO and Executive Headteacher

Dear Applicant,

Thank you for showing an interest in the post of Headteacher here at the newly formed Willow Primary Academy. WPA is situated on the outskirts of Gloucester city and is an integral part of the established and diverse community of Tuffley.

The school has recently converted to an Academy joining SAND MAT a strong local MAT made up of mainstream and Special Schools. SAND stands for Supporting Achievement and Nurturing Development. These values are at the core of everything we do.

We pride ourselves on our outward facing approach to provision and learning working closely in partnership with all relevant stakeholders to ensure our children get the best educational opportunities. We work closely with the Gloucester Schools Partnership, our school Improvement Advisor and our strong Local Advisory Board who challenge and support us in all that we do.

As a Primary School we have the benefit of being able to immerse ourselves in educational development and ensure that our children are at the heart of everything we do. We are passionate that children begin their formal education in school with the strongest foundations for learning regardless of their starting points. We are fully inclusive and work hard to ensure that provision matches need.

We have begun to revise and redevelop our curriculum with the support and guidance of consultant curriculum leads and external stakeholders so that the curriculum will be ambitious and rich and will equip all our children with the foundations of knowledge and skills they need for secondary school.

The school has fantastic grounds which provides excellent outdoor learning spaces which have scope for further development. The school believes strongly in developing a deep understanding of knowledge and skills of the world they live in. As a result our children are friendly and caring individuals.

Everyone in our school community has high expectations of each other and we all live by the school's PRIDE values of Positivity, Resilience, Individuality, Determination and Excellence recognising that everyone is important, valuable and plays an essential role in making our school the best it can be.

We are seeking a Headteacher who embodies these values, who has the vision to take this school forward. We are excited about the future and look forward to receiving your application.

Lyn Dance  
Executive Headteacher and CEO



## Letter from the Chair of the Local Advisory Board

Dear Applicant

Thank you for your interest in the post of Headteacher here at Willow Primary Academy. The Advisory Board and I are very pleased that you are considering applying to support the leadership of the school as it begins a new chapter in its history. We hope that you find the information that we have provided of sufficient interest that you decide to apply and that you are able to see the scope and range of opportunities the post provides.

We will engage somebody who has vision and energy and who is able to see the amazing potential of the school, within the strong and supportive multi academy trust of SAND. Our new Headteacher will be a strong yet approachable, compassionate and supportive leader who is passionate and knowledgeable about the pursuit of excellence in teaching and learning in schools and has a genuine love of working with children. The person specification provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody with the wisdom, experience and confidence to support the school going forward, someone who can embrace the opportunities and challenges which are offered in the school. I warmly encourage you to visit to see the pupils and staff at work. Please contact the school to make an appointment.

Angela Jarvis

Chair of the LAB

Willow Primary Academy is a newly formed academy having previously been called Tuffley Primary School.

The School is a one form entry mainstream primary school on the outskirts of the City of Gloucester. It has 163 children on roll from EYFS to Year 6. The school has a Communication and Interaction centre on site which caters for up to 30 children with C & I needs. There is a privately run nursery onsite.

The school was judged inadequate with special measures in May 2018 and an academy order was granted for the school at this time. In April this year the school began a new chapter in its history as Willow Primary Academy as part of SAND Multi Academy Trust. The school has had a challenging 3 years which have been exacerbated by COVID, the staff are resilient and excited about the direction the school is going in and the opportunities this provides. The school recently had an Ofsted Monitoring visit, March 2021, by HMI which recognised the substantial work leaders have done in addressing the school's weaknesses.

The school itself was constructed in the 1960s, all the classrooms in main school open out onto the playground or outdoor areas. The grounds are substantial, established and consist of a large playing field and Forest School area, as well as 2 playgrounds and a highly prized MUGA (Multi Use Games Area).

PRIDE values underpin the schools ethos, Positivity, Resilience, Individuality, Determination and Excellence and it believes passionately that every member of the school community children, staff, LAB, parents and carers, are an essential cog in the success of the school.

The school draws children from the locality in and around Gloucester. All children who accept a place at Tuffley are visited during the Summer term in their own setting or have an individual online meeting with the nursery providers.

We believe strongly in continuous professional development as an outward facing institution and we invest heavily in research and best practice nationally. We are active members of the Gloucester Schools Partnership a collective of 39 schools across the city of Gloucester who organise CPD from NQT to Headteacher level, have a School Improvement Programme facilitated by external consultants, have an Inclusion programme, run research and development programmes as well as best practice networks, we organise events and activities for the children ranging from pupil conferences, art festivals, to Shakespeare plays and Country Dancing, who also offer Headteacher Supervision and school to school support. The partnership runs 2 conferences a year for Headteachers where the strategy is collegiately constructed and approved. We are also active members of many academic communities- The Somerset Literacy Network, Glow Maths and Ogden Trust for Science to name a few. The school has strong external support from the MAT who specialise in Special Educational Needs, its school support partner who has been the Executive Headteacher in the school since September 2020, a School Improvement Partner with substantial experience with Ofsted and supporting schools in challenging circumstances and consultant curriculum leaders. The MAT are keen to continue with this support in order to secure better outcomes for pupils, improved leadership and management and stronger quality in teaching and learning.

## Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Qualifications/Experience	Desirable	Essential
Qualified Teacher Status		✓
Evidence of being an outstanding classroom teacher		✓
Substantial relevant and recent experience of whole school leadership		✓
Evidence of personal professional development over the previous five years		✓
NPQH or commitment to completing NPQH or equivalent	✓	

Providing Vision and Strategic Direction	Desirable	Essential
Experience of school self-evaluation and performance management processes to lead school improvement		✓
A clear understanding of strategic planning		✓
A commitment to developing an effective team culture that enables pupils and staff to excel		✓
A clear knowledge of the Ofsted framework and commitment to sufficiently prepare for an inspection		✓

Leadership	Desirable	Essential
Ability to lead by example, inspiring staff and pupils to generate high standards of work		✓
Ability to manage change successfully to improve standards		✓
Ability to delegate appropriately to ensure successful implementation of the school improvement plan		✓

Experience of analysing data and using this analysis to inform planning and practice	✓
Ability to demonstrate a commitment to developing others	✓

<b>Learning and Teaching</b>	<b>Desirable</b>	<b>Essential</b>
Demonstrates effective use of both innovative and traditional approaches to teaching and learning		✓
Demonstrates a clear understanding of high quality teaching and learning and the ability to offer constructive guidance		✓
Demonstrates a proven success in raising standards		✓
Shows understanding of, and commitment to, inclusive education		✓
Demonstrates a clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils		✓
Demonstrates an interest in a commitment to use of education research, identifying new evidence based initiatives to enhance pupil outcomes	✓	

<b>Additional Skills and Abilities</b>	<b>Desirable</b>	<b>Essential</b>
The ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school		✓
The communication skills needed to provide clear and accurate information and well-informed advice		✓
The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate		✓
To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues		✓

<b>Stakeholder Engagement</b>	<b>Desirable</b>	<b>Essential</b>
The ability to communicate and network with other stakeholders for the benefit of the whole school		✓

A record of supporting extracurricular activity and placing the school at the heart of the community



## Job Profile

### **SAND Academies Trust: Job profile for Headteacher of Willow Primary Academy as part of SAND Academies Trust**

<b>Job Title:</b>	<b>Headteacher</b>
<b>Reporting to:</b>	<b>Chief Executive Officer of SAND Academies Trust and Local Advisory Board at Willow Primary Academy</b>
<b>Duration of Post:</b>	<b>Permanent</b>
<b>Salary Range:</b>	<b>L16-22</b>
<b>Start Date:</b>	<b>To take up the post in January 2022 or notice period whichever is sooner.</b>

#### **Main Purpose:**

We wish to appoint someone who will provide vision, ambition, leadership and direction at Willow Primary Academy; ensuring it continues to develop.

#### **Personal Qualities & Knowledge:**

We wish to appoint someone who:

- Is an excellent practitioner employing a caring ethos to ensure our children always come first
- Has an excellent knowledge of the current issues and future trends impacting on the world of special education
- Has the confidence and ability to maintain and develop the outstanding nature of our school
- Has proven management, interpersonal and teambuilding skills.

#### **Pupils and Staff:**

To continue to develop:

- A skilled and highly motivated staff team
- To work with an experienced set of Governors on the Local Advisory Board
- To work collaboratively with the other MAT Headteachers
- To build a strong professional relationship with the Executive Headteacher/CEO.

#### **Leadership and Management:**

- Ensure that the schools systems, organisation and processes are all in place and are efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, with a strong focus on safeguarding pupils and pupil welfare
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively
- To continue the current outstanding leadership and the excellent high quality of care and education for pupils.

## Selection Process

The salary will be in the range of L16-22 and will be determined according to the skills and experience of the successful candidate.

Timeline Closing date for applications Monday 27<sup>th</sup> September 2021

Shortlisting will take place on Tuesday 28<sup>th</sup> September 2021

Interviews to be held on Monday 11<sup>th</sup> & Tuesday 12<sup>th</sup> October 2021

Candidates shortlisted for interview will be contacted as soon as possible after shortlisting and will be advised of the arrangements for the interview day and any tasks they need to prepare in advance.

Candidates not shortlisted will receive a letter advising them of this.

Applications-when applying, please use the application form attached with this pack. Please use the relevant skills and experience page of the application form to tell us about you and why you are qualified for the post this should be no more than 2 sides of A4. No additional CVs or accompanying letters other than to introduce yourself will be considered as part of the shortlisting process and will be discarded in line with our equal opportunities policies.

Your application must make it clear how you meet the person specification included within this pack.

Our school has an Equal Opportunities policy for selection and recruitment.

In accordance with our Safeguarding policy the successful candidate will be required to have an Enhanced DBS check along with a check against the DBS Children's Barred List.

Visits to the school are subject to COVID-19 regulations and may be limited due to this. Please contact our office administrator, Mrs Lucy Sullivan at: [admin@willow.sandmat.uk](mailto:admin@willow.sandmat.uk) to arrange a visit. You may also contact the school on 01452 526442 to arrange an informal Teams or telephone discussion with the Executive Headteacher if you are unable to visit and would like further information.

Completed application forms should be sent to [applications@sandmat.uk](mailto:applications@sandmat.uk)

Interview process- The interview process will be carried out by the CEO, Chair of the LAB, Executive Headteacher and a member of the Trust Board. The panel includes at least two members who have completed Safer Recruitment Training.

The activities on the interview days will help the panel to determine candidates' skills, knowledge and experience against the person specification. The successful candidate will be notified as soon as possible as to the outcome.

**VACANCY: HR OFFICER  
SAND HEAD OFFICE**

Post Reference: HROCEN1

Grade: Grade 6 pts 15 - 20

Starting salary: £23,541

Closing Date: 12 noon on Thursday 30<sup>th</sup> September 2021

Interview Date: Thursday 14<sup>th</sup> October 2021

SAND Academies Trust is looking to appoint an experienced HR Officer to join their small and friendly team to undertake the effective provision of HR support for the Trust and help to ensure that all communication and record-keeping systems are maintained to a high standard.

The successful applicant will be an integral part of the Central Team providing a highly effective centralised HR service to ensure that an accurate and consistent service is provided to all staff within the Trust.

If you have previous HR experience within a school setting, and are a team player, then we would love to hear from you.

This post is full time, working 37 hours per week, Monday to Friday, all year round. The postholder will be entitled to 25.5 days annual leave rising to 29.5 after 5 years continuous service (annual leave is to be taken in agreement with the HR Manager and there may be restrictions of taking annual leave during busy periods and month-end deadlines).

This is a permanent, full time post subject to satisfactory pre-employment checks and successful completion of a 6 month probation period.



## **JOB DESCRIPTION**

**POST:** HR Officer  
**GRADE:** 6 (Point 15 – 20)  
**LOCATION:** SAND Head Office plus Trust schools as and when required

### **CONTEXT**

SAND Academies Trust is a growing organisation. It currently has 4 special schools and 1 primary school under its jurisdiction. The ambition of the trust is to grow to a maximum of 15 schools over the next 5 years.

### **JOB PURPOSE**

To undertake the effective provision of HR support for the Trust, and to help to ensure that all communication and record-keeping systems are maintained to a high standard.

### **MAIN DUTIES AND RESPONSIBILITIES**

Under the direction of the HR Manager to:

- Administer the recruitment and probation process for staff, using the relevant support of payroll and HR providers, portals and processes including:
  - placing advertisements, using press and other publications, school website, e-teach and utilising other media tools
  - responding to enquiries and administering the shortlisting process
  - making arrangements for interview day
  - participating in the recruitment interview process where required
  - ensuring all paperwork relating to recruitment and HR is received and uploaded correctly
  - raising requests for references, DBS and medical clearance, and alerting the HR Manager to any issues
  - issuing end of probation letters to staff who have successfully completed their probation period
  - acting upon information received from schools to set up new contracts or amend existing contracts
  - maintaining all records relating to recruitment, induction and probation including archive material
- Keep accurate records including:
  - staff absences (sickness, maternity, paternity and adoption, and authorised absences)
  - ensuring all variances, absences and contract changes are input into SIMS/Integris/SAP and other relevant systems
  - checking claim forms at the end of each month and submitting the relevant eform using the SAP portal or other relevant systems
- Maintain the Single Central Records ensuring accuracy and completeness, and to alert the HR Manager to any issues
- Maintain records relating to training needs of all staff
- Issue and collate returns of annual safeguarding documentation to all staff
- Development:
  - undertake training for ICT as required to sustain efficiency
  - maintain a knowledge of HR issues related to recruitment
  - undertake training related to the administration of safeguarding activities
  - participate in the Performance Annual Review
- Respond to email and telephone queries in a timely manner
- Represent the Trust in all areas of HR as required in a professional and business-like manner

**GENERAL DUTIES**

- to maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- to maintain the confidentiality of all School's records relating to staff and pupils, in line with the latest requirements of GDPR and the Freedom of Information Act
- to participate in meetings with colleagues relative to the post
- to undertake other tasks as reasonably requested
- to operate IT equipment as appropriate, and keep up to date with developments in IT
- to participate in the Trust's appraisal programme

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

HR Manager

**PRINCIPAL CONTACTS**

HR Manager, CEO, School's Senior Leadership Teams, Trust Accountant and external HR advisers

**SPECIAL CONDITIONS**

- The postholder will be expected to support, and work, at other schools within the MAT.
- Annual leave is to be taken in agreement with the HR Manager and there may be restrictions of taking annual leave during busy periods and month-end deadlines. Annual leave must not be carried over.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

## PERSONAL SPECIFICATION HR Officer (SAND Head Office)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>• experience of school pay and HR procedures</li> <li>• experience of working within a school setting</li> <li>• familiarity with relevant computer systems</li> <li>• willingness to undertake necessary training</li> </ul>	<ul style="list-style-type: none"> <li>• CiPD qualification</li> <li>• working knowledge of SIMS, Integris &amp; SAP systems</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• good literacy and numeracy skills</li> <li>• excellent verbal communication skills</li> <li>• active listening skills</li> <li>• a methodical and accurate approach</li> <li>• attention to detail</li> <li>• effective use of ICT</li> <li>• ability to build effective working relationships</li> <li>• ability to recognise and deal with stress appropriately</li> <li>• knowledge of guidance and requirements around safeguarding children</li> <li>• ability to manage information in a confidential manner</li> <li>• ability to prioritise and meet deadlines</li> <li>• ability to work flexibly to meet deadlines and respond to unplanned situation</li> <li>• ability to work under pressure</li> <li>• ability to work independently</li> <li>• ability to work as a team member</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• able to maintain confidentiality in all circumstances</li> <li>• proactive approach to work, being responsive, empathetic and supportive to all within the MAT</li> <li>• able to establish effective relationships with those working in the MAT</li> <li>• ability to build and form good relationships with colleagues</li> <li>• supportive and helpful attitude to all staff</li> </ul>	<ul style="list-style-type: none"> <li>• creative</li> <li>• personable</li> <li>• driven</li> <li>• determined</li> </ul>
Knowledge & values of the Trust	<ul style="list-style-type: none"> <li>• demonstrate a commitment to the wider work of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• ability to identify with the Trust's values &amp; principles</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• the postholder will be expected to support, and work, at other schools within the MAT</li> <li>• annual leave is to be taken in agreement with the HR Manager and there may be restrictions of taking annual leave during busy periods and month-end deadlines. Annual leave must not be carried over</li> </ul>	<ul style="list-style-type: none"> <li>• full, clean driving licence with Business Class cover</li> </ul>

**VACANCY: CLEANER  
MILESTONE SCHOOL**

Post Reference: CLMIL01

Grade: Grade 1 pt 1

Annual salary: £5,659

Contract: Permanent

Closing Date: 12noon on Friday 1<sup>st</sup> October 2021

Interview Date: Friday 15<sup>th</sup> October 2021

Milestone School is looking to appoint a Cleaner with energy and enthusiasm to maintain their high cleaning standards. The successful applicant will be given a designated area of responsibility, but will also be required to cover other areas when sickness arises.

The role is for 42 weeks per year; that is term time (including INSET days) plus 3 weeks in the summer holidays and 1 week in the February half term to undergo a deep clean. The postholder will be expected to take all holidays when the cleaners are not required to work.

This post requires physical fitness to meet work requirements which includes the lifting and moving of equipment.

## **JOB DESCRIPTION**

**POST:** Cleaner  
**GRADE:** Grade 1  
**LOCATION:** Special Schools

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

### **JOB PURPOSE**

As part of a team of cleaners, to clean designated areas of the school according to the standard procedures and cleaning schedules.

### **MAIN DUTIES AND RESPONSIBILITIES:**

Under the direction of the Cleaning Supervisor:-

- to be responsible for ensuring the cleanliness of your designated area which includes daily:-
  - wiping surfaces (using only approved cleaning products)
  - sweeping and mopping floors
  - vacuuming carpeted areas
  - cleaning ceiling vents
  - cleaning and scrubbing toilet and shower areas
  - washing and cleaning mirrors, walls etc
  - emptying and washing bins
- to use cleaning agents appropriately and to ensure that they are used safely and stored according to instructions
- to replenish supplies e.g. soap, paper towels, toilet rolls
- to report cleaning supply requirements and stock levels to the Cleaning Supervisor
- to carry out heavy cleaning tasks and special projects as required e.g. deep cleaning
- to form good working relationships with the team
- to support other members of the team to meet standards and school objectives
- to report any Health & Safety issues to the Cleaning Supervisor immediately
- to ensure that all waste material is properly and safely disposed of
- to follow all Health and Safety regulations
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and to report concerns to the appropriate person

### **GENERAL**

- to represent the school at all times in a professional, positive and helpful way
- maintain confidentially to sensitive and private information which the post holder may have access to in compliance with GDPR regulations
- attend appropriate training courses as required
- participate in the Appraisal/Personal Development Review process
- attend meetings as required

### **QUALIFICATIONS/EXPERIENCE**

Please refer to the Person Specification

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

Cleaning Supervisor

**PRINCIPAL CONTACTS**

Staff, pupils, parents & other visiting professionals

**SPECIAL CONDITIONS**

Detailed procedures are described in the school's Cleaning Schedules.

Cleaners must use safe working practices at all times, and report any Health & Safety issues immediately to the Cleaning Supervisor.

Cleaners may be required to work in any part of the establishment, and may at times be asked to reduce work in one area to help cover essential work in another, for example if a colleague is absent.

This post requires physical fitness to meet work requirements which includes lifting and moving of equipment.

This post is term time only plus 3 additional weeks during school holidays to undertake deep cleaning.

The postholder will be expected to take all holidays when the cleaners are not required to work.

The postholder may be asked to work at other schools within the MAT.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## PERSON SPECIFICATION Cleaner (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience		<ul style="list-style-type: none"> <li>previous cleaning experience</li> <li>previous experience of working in a school setting</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>attention to detail</li> <li>a willingness to undertake training as required</li> <li>ability to clean to a high standard, following school guidelines</li> <li>ability to follow instructions</li> <li>ability to work independently</li> <li>ability to work as a team member</li> </ul>	<ul style="list-style-type: none"> <li>knowledge of cleaning chemicals and supplies</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>ability to respond positively and sensitively to pupils and staff reliable</li> <li>ability to form good working relationships</li> <li>able to maintain confidentiality in all circumstances</li> </ul>	
Knowledge & values of the Trust		<ul style="list-style-type: none"> <li>ability to identify with the Trust's values &amp; principles</li> <li>demonstrate a commitment to the wider work of the Trust</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>ability to move heavy equipment</li> <li>physical ability to deal with work demands detailed procedures are described in the school's Cleaning Schedules.</li> <li>Cleaners must use safe working practices at all times, and report any Health &amp; Safety issues immediately to the Cleaning Supervisor and/or Estates Manager.</li> <li>Cleaners may be required to work in any part of the establishment, and may at times be asked to reduce work in one area to help cover essential work in another, for example if a colleague is absent.</li> <li>this post is term time only plus 3 additional weeks during school holidays to undertake deep cleaning</li> <li>the postholder will be expected to take all holidays when the cleaners are not required to work</li> <li>the postholder may be asked to work at other schools within the MAT.</li> </ul>	

## **VACANCY: MIDDAY SUPERVISORS X 3 MILESTONE SCHOOL**

**Post Reference:** MDSMIL01

**Grade:** Grade 3 pts 4 - 6

**Starting salary:** £3,260

**Contract:** Permanent

**Closing Date:** 12noon on Friday 1<sup>st</sup> October, 2021

**Interview Date:** Friday 15<sup>th</sup> October, 2021

Milestone School are looking to appoint 3 Midday Supervisors to start as soon as possible. The purpose of a Midday Supervisor is to oversee and contribute to the care, safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children.

In addition to supporting children's eating, feeding and personal care regimes, this role is responsible for ensuring all children have the opportunity to access engaging and rewarding play experiences. Our Midday Supervisors have an essential role in helping to realise the visions and values set out in the school's play policy. The opportunities which lunch times offer for children to play sociably, outdoors and in environments which enhance play are very valuable experiences for their wellbeing and development.

Happy and playful lunchtimes are an important part of the school day allowing children to eat, socialise and experience the benefits of freely chosen play. The posts require physical effort, such as moving play equipment and resources. All employees have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy.

The hours of work are Monday to Friday from 12noon until 1.30pm. Please note that Midday Supervisors are expected to take any time off during the school holidays.



## JOB DESCRIPTION

<b>Post:</b>	Midday Supervisor
<b>Grade:</b>	Grade 3, points 4 – 6
<b>Location:</b>	Special Schools

Special Schools within SAND Academies Trust cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

### **Job Purpose**

The purpose of the job is to oversee and contribute to the care, safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children.

In addition to supporting children's eating, feeding and personal care regimes, this role is responsible for ensuring all children have the opportunity to access engaging and rewarding play experiences. Our Midday Supervisors have an essential role in helping to realise the visions and values set out in the school's play policy. The opportunities which lunch times offer for children to play sociably, outdoors and in environments which enhance play are very valuable experiences for their wellbeing and development.

Happy and playful lunchtimes are an important part of the school day allowing children to eat, socialise and experience the benefits of freely chosen play.

### **Main Duties**

- supporting children's eating, feeding and personal care regimes
- supporting children to access dining and other lunchtime areas
- ensure all pupils are encouraged and empowered to engage in play opportunities
- allow children the freedom to play whilst supporting them through any difficulties they may experience at playtime
- ensure provision of a safe play environment in which children are able to play freely
- take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- assist in tidying the playground at the end of lunchtime
- report any hazards in the playground environment to the Site Manager or Headteacher, and highlight any concerns about risks in children's play activities
- report any serious incidents to the Site Manager, Head Teacher and appropriate class teacher and record details fully and appropriately, according to school procedures

### **GENERAL**

- to represent the school at all times in a professional, positive and helpful way
- to maintain confidentially to sensitive and private information which the post holder may have access to in compliance with GDPR regulations
- to attend appropriate training courses as required

- to participate in the Appraisal/Personal Development Review process
- to attend meetings as required

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

Headteacher/Midday Supervisor Co-Ordinator/Deputy Headteacher

**PRINCIPAL CONTACTS**

Pupils, Teachers, Learning Partners & other professional groups.

**SPECIAL CONDITIONS**

- this post will require physical effort, such as moving play equipment and resources
- the post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy
- this post is term time only and the postholder will be expected to take all holidays during designated school holidays.
- the postholder may be asked to work at other schools within the MAT.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## PERSON SPECIFICATION

### Midday Supervisor (Special Schools)

Criteria	Essential	Desirable
Requirements	<ul style="list-style-type: none"> <li>reliable</li> <li>commitment to safeguarding pupils' wellbeing and equality</li> <li>excellent communication and enthusiasm</li> <li>the ability to maintain confidentiality, and deal discreetly with sensitive or challenging situations</li> <li>the ability to respond and relate well to pupils and colleagues</li> <li>the ability to build and form good relationships with colleagues</li> <li>ability to work as part of a team</li> <li>commitment to the midday support of pupils with a wide range of learning and associated difficulties, within the special school environment</li> <li>commitment to undertake any of the tasks indicated in the job description, as directed and according to the capability of the postholder</li> <li>willingness to undertake relevant training (e.g. moving and handling; feeding techniques)</li> <li>reliability</li> </ul>	<ul style="list-style-type: none"> <li>an interest in the work of the school and its pupils</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>enjoyment of working with children</li> <li>sensitivity and understanding, to help build good relationships with pupils</li> <li>ability to remain calm under pressure</li> <li>enthusiasm</li> <li>patient &amp; empathetic</li> <li>a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>additional skills and interests which would be of benefit to the school</li> <li>a calm and positive approach</li> <li>flexibility and good sense of humour</li> </ul>
Physical requirements	<ul style="list-style-type: none"> <li>good level of general health</li> </ul>	<ul style="list-style-type: none"> <li>ability to 'move and handle' equipment as required under 'Moving &amp; Handling' legislation</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>this post will require physical effort, such as moving play equipment and resources</li> <li>the post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy</li> <li>this post is term time only and the postholder will be expected to take all holidays during designated school holidays</li> <li>the postholder may be asked to work at other schools within the MAT</li> </ul>	

## **VACANCY: LEARNING PARTNERS LP4 x 2 MILESTONE SCHOOL**

**Post Reference:** LP4MIL1

**Grade:** 4 pts 7-10

**Contract:** Fixed term until 31<sup>st</sup> August 2022

**Closing Date:** 12 noon on Monday 4<sup>th</sup> October 2021

**Interview Date:** Tuesday 19<sup>th</sup> October 2021

Milestone School is looking for 2 Learning Partners (LP4) to join their dedicated and friendly team in school. The successful applicant should have a passion for working with special educational needs and disabilities, which includes severe learning difficulties; physical difficulties; profound and multiple learning difficulties; severe autism and challenging behaviours.

The posts are part time, working 27.5 hours per week (Monday to Friday), from 9.15am until 3.15pm (term time only including INSET days). The requirements of the posts are:-

- a passion and enthusiasm for teaching and learning
- experience of working with children with special educational needs
- flexibility and a willingness to work with pupils of any age
- an ability to inspire and encourage pupils to achieve and aim high
- an effective team player
- an NVQ/QCF Level 2 or equivalent qualification is desirable

Support staff are expected to take all holidays when the school is not in session.

Both posts are fixed term until 31<sup>st</sup> August 2022 and subject to satisfactory pre-employment checks and the successful completion of a 6-month probation period.

## **JOB DESCRIPTION**

**POST:** Learning Partner (LP4)  
**GRADE:** Grade 4 pts 7 – 10  
**LOCATION:** Special Schools

### **JOB PURPOSE**

To support teaching staff with their responsibility for the development and education of pupils, some of whom may have a wide range of special needs.

### **MAIN DUTIES AND RESPONSIBILITIES**

Under the direction of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individuals or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by the class lead
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required)
- help keep classrooms, associated areas and the school clean and tidy
- attend training sessions provided by the school
- participate in the school's appraisal programme

### **SUPERVISORY RESPONSIBILITY**

None

### **SUPERVISION RECEIVED**

Teacher/Senior Learning Partner/Head of Department/Deputy Headteacher/Principal, Headteacher/Principal

### **PRINCIPAL CONTACTS**

Pupils, Parents, Teachers, Senior Learning Partners, Head of Department, Deputy Headteacher/Principal, Headteacher/Principal and other professional groups

### **SPECIAL CONDITIONS**

This post is term time only and the postholder will be expected to take all holidays during designated school holidays.

The postholder may be asked to work at other schools within the MAT.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**PERSONAL SPECIFICATION**  
**Learning Partner (LP4)**

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>• experience of working with children</li> <li>• experience of supporting teaching and learning (under supervision)</li> </ul>	<ul style="list-style-type: none"> <li>• current First Aid qualification</li> <li>• current Manual Handling certificate</li> <li>• current Team Teach certificate</li> <li>• current Food Handling &amp; Hygiene qualification</li> <li>• current MiDAS certificate</li> <li>• NNEB, CACHE Diploma in Nursery Nursing or BTEC Level 3 Childcare</li> <li>• Social Work (where the qualification is regarded as directly relevant to the needs of the job)</li> <li>• Physio &amp; Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job)</li> <li>• Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job)</li> <li>• other relevant qualifications, at a similar level to the above, may be considered</li> <li>• experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties)</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>• good literacy and numeracy skills</li> <li>• effective use of ICT for professional purposes including digital photography, internet and word processing</li> <li>• excellent verbal communication skills</li> <li>• active listening skills</li> <li>• ability to build effective working relationships with pupils and adults</li> <li>• skills and expertise in understanding the needs of all pupils</li> <li>• knowledge of how to help adapt and deliver support to meet individual pupil needs</li> <li>• ability to remain calm in stressful situations</li> </ul>	<ul style="list-style-type: none"> <li>• Total Communication</li> <li>• basic knowledge of policies and procedures relating to safeguarding children, health, safety, security &amp; equal opportunities</li> <li>• effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software</li> <li>• an interest in continual professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• ability to recognise and deal with stress appropriately</li> <li>• knowledge of guidance and requirements around safeguarding children</li> <li>• understanding of roles and responsibilities within the classroom and whole school context</li> <li>• manage information in a confidential manner</li> <li>• manage &amp; prioritise workload</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• enjoyment of working with children</li> <li>• sensitivity and understanding, to help build good relationships with pupils</li> <li>• a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• commitment to maintaining confidentiality at all times</li> <li>• commitment to safeguarding pupils' wellbeing and equality</li> <li>• ability to remain calm under pressure</li> <li>• enthusiasm</li> <li>• patient &amp; empathetic</li> <li>• a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• additional skills and interests which would be of benefit to the school</li> </ul>
Physical requirements	<ul style="list-style-type: none"> <li>• good level of general health</li> </ul>	<ul style="list-style-type: none"> <li>• ability to 'move and handle' young children and equipment as required under 'Moving &amp; Handling' legislation</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• occasional out of school hours working</li> <li>• enhanced DBS clearance</li> <li>• subject to satisfactory medical clearance</li> <li>• holidays must not be taken during term time</li> <li>• you may be asked to work at other schools within the MAT</li> </ul>	<ul style="list-style-type: none"> <li>• a current full, driving licence and use of own car</li> </ul>



## **VACANCY: FINANCE OFFICER SAND HEAD OFFICE**

Post Reference: FOCEN2

Grade: Grade 6 pts 15 - 20

Starting salary: £23,541

Closing Date: 12 noon on Friday 1<sup>st</sup> October, 2021

Interview Date: Friday 15<sup>th</sup> October, 2021

SAND Academies Trust is looking to appoint a Finance Officer within the Central Services Finance team. This is an exciting opportunity for a competent fully qualified AAT accountant (or equivalent) to join SAND Academies Trust Finance team.

The ideal candidate will have an outstanding track record in a similar or equivalent position and have the ambition, skills and resilience to play a key role in Finance, assisting the Trust Accountant in ensuring all resources are deployed effectively to meet SAND educational aims, shaping the future of the Trust's finance function.

This post is full time, working 37 hours per week, all year round. The successful candidate will receive 24.5 days annual leave, rising to 29.5 days after 5 years continuous service. Please note that annual leave must be taken in agreement with the Trust Accountant and there may be restrictions of taking annual leave during busy periods in order to meet month-end deadlines and the year-end closing timetable.

This is a permanent, full time post subject to satisfactory pre-employment checks and successful completion of a 6 month probation period.

## **JOB DESCRIPTION**

**POST:** Finance Officer  
**GRADE:** Grade 6 pts 15 – 20  
**LOCATION:** SAND Academies Trust Head Office

### **CONTEXT**

SAND Academies Trust is a growing organisation. It currently has 4 special schools and 1 primary school under its jurisdiction. The ambition of the trust is to grow to a maximum of 15 schools over the next 5 years.

### **JOB PURPOSE**

To operate the financial management system and maintain associated manual records as appropriate. Due to the migration of a new financial management system, there may be additional tasks.

### **MAIN DUTIES AND RESPONSIBILITIES**

Under the direction of the Trust Accountant:

- posting of monthly Trust bank reconciliation
- posting of all schools School Fund bank reconciliations
- posting of monthly Trust credit card reconciliations
- posting of monthly Trust payroll reconciliations
- assisting the Trust Accountant with schools' budget monitoring
- assisting with general other finance and ad hoc tasks such as processing purchase invoices
- assisting the Trust Accountant with tasks that arise with new schools joining the Trust
- any other duties as allocated by the Trust Accountant following consultation with the postholder

### **GENERAL**

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

**QUALIFICATIONS/EXPERIENCE**

Please refer to the Person Specification

**SUPERVISION RECEIVED**

Trust Accountant

**PRINCIPAL CONTACTS**

Finance Team, HR and Schools within the Trust

**SPECIAL CONDITIONS**

The postholder will be expected to support, and work, at other schools within the MAT. Annual leave is to be taken in agreement with the Trust Accountant and there may be restrictions of taking annual leave during busy periods in order to meet month-end deadlines and the year-end closing timetable. Annual leave must not be carried over.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

## PERSON SPECIFICATION

### Finance Officer (SAND Head Office)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>AAT part qualified accountant, with a minimum of 3 years' post qualification experience in a similar role in a medium to large organisation</li> <li>proven experience of bank reconciliations as a minimum</li> </ul>	<ul style="list-style-type: none"> <li>experience of working in education / Academies Trust</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>ability to prioritise work effectively</li> <li>ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>be numerate, literate, compassionate, understanding, demanding, and have a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>understanding of schools processes</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>able to maintain confidentiality in all circumstances</li> <li>proactive approach to work, being responsive, empathetic and supportive to all within the MAT</li> <li>able to establish effective relationships with those working in the MAT</li> <li>ability to build and form good relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>creative</li> <li>personable</li> <li>driven</li> <li>determined</li> </ul>
Knowledge & values of the Trust	<ul style="list-style-type: none"> <li>demonstrate a commitment to the wider work of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>ability to identify with the Trust's values &amp; principles</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>the postholder will be expected to support, and work, at other schools within the MAT</li> <li>annual leave is to be taken in agreement with the Trust Accountant and there may be restrictions of taking annual leave during busy periods in order to meet month-end deadlines and the year-end closing timetable. Annual leave must not be carried over</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

**VACANCY: INCLUSION LEARNING MENTOR  
BELMONT SCHOOL**

Post Reference: ILM-BEL1

Grade: Grade 1 pt 1

Annual salary: £17,668

Contract: Fixed Term

Closing Date: 12noon on Friday 8<sup>th</sup> October 2021

Interview Date: To be confirmed

Belmont School is looking to appoint an Inclusion Learning Mentor to join their team from November.

The hours of work are:-

8.30am until 3.10pm on Mondays, Tuesdays & Fridays (30 minutes unpaid lunch)

8.30am until 3.10pm/3.45pm on alternate Wednesdays (30 minutes unpaid lunch)

8.30 am until 4.15pm on Thursdays (30 minutes unpaid lunch)

This is a fixed term post until 31<sup>st</sup> August 2022.

## JOB DESCRIPTION

**POST:** Inclusion Learning Mentor  
**GRADE:** Grade 6 pts 15 – 20  
**LOCATION:** Belmont School

### JOB PURPOSE

The Inclusion Learning Mentor will:

- in liaison with the Interventions Lead and pastoral team, develop a holistic approach to meeting the social, emotional and mental health needs of students enabling children to make excellent progress by working with teachers, improving relationships with others and allowing full access to the curriculum
- support individuals or groups of pupils who need additional support with Social Emotional and Mental Health needs
- provide additional flexible support to Teachers, Key Stage Leaders and SLT and support staff
- provide individual or group interventions or mentoring to improve behaviour, attendance and relationships
- promote pupils' independence, self-esteem, social inclusion and ability to recognise safeguarding risks and how to stay safe

### MAIN DUTIES AND RESPONSIBILITIES

#### Support for Children

- to participate in the assessment of pupils who need extra help to overcome the barriers to learning (social, emotional and mental health)
- to draw up an action plans with the Interventions Lead and Key Stage Leaders for individual pupils who need additional support to access the curriculum
- to work in a variety of ways to support, motivate and challenge pupils and raise levels of positive behaviour including through support in class, 1:1 support, group activities and lunch and break duties
- to maintain regular contact with families/carers of pupils in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement
- to provide support to pupils who are transitioning to Belmont or having a difficult time with emotional regulation, friendships or school expectations

#### Support for Teachers

- to work closely with the KSL and Class Teachers to identify and implement individual mentoring plans for identified pupils
- to work with the KSL and Interventions Lead to analyse behaviour data to identify students, targets and goals
- to keep detailed monitoring and progress records
- to report on the implementation of all action plans/students daily reports to the KSL and Intervention Lead
- to share knowledge and provide guidance to other staff in relation to a range of activities and programmes of support which will meet the needs of pupils

### Support for the School

- to work closely with and under the supervision of the Intervention Lead to support individuals and groups of children as directed and support with administrative duties such as the preparation of paperwork for meetings and reviews
- to provide cover in the event of short term absences
- to attend relevant courses and staff training
- to support the DSL and DDSL with aspects of safeguarding including information on the students or families that the post holder is working with
- to carry out other duties commensurate with the grade and nature of the post
- to assist in the planning and delivery of lunchtime activities for students (sports, board games club, music etc)

### Whole-school organisation, strategy and development

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- make a positive contribution to the wider life and ethos of the school

### Health and safety

- promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- look after children who are upset or have had accidents

### Professional development

- help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- take part in the sharing of good practice during INSET activities or continued professional development events

### Personal and professional conduct

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- respect individual differences and cultural diversity

The Inclusion Learning Mentor will be required to safeguard and promote the welfare of children and young people, and follow SAND/School policies and the staff code of conduct.

### **GENERAL**

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way

- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

Interventions Lead

**PRINCIPAL CONTACTS**

Students, Key Belmont Staff Team, Interventions Lead, Parents & other professionals

**SPECIAL CONDITIONS**

- this post may involve working some flexible hours on a planned basis
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

Signed:.....(employee)

Print name:.....(employee)

Signed:.....(HR Manager)

Date:.....



## PERSONAL SPECIFICATION

### Inclusion Learning Mentor (Belmont)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>• minimum Level 2 qualification in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience</li> <li>• training in relevant learning strategies</li> <li>• minimum 2 years experience working with and/or caring for children in an SEN setting</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>• ability to provide support for pupils, ensuring their safety and access to learning activities</li> <li>• promote good behaviour, and deal promptly with conflict and incidents</li> <li>• ability to undertake pupil record keeping as requested</li> <li>• excellent verbal communication skills</li> <li>• active listening skills</li> <li>• familiarity with relevant computer systems</li> <li>• willingness to undertake necessary training</li> <li>• ability to build effective working relationships</li> <li>• ability to relate well to pupils and staff</li> <li>• knowledge of guidance and requirements around safeguarding children</li> <li>• ability to manage information in a confidential manner</li> <li>• ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• ability to work independently</li> <li>• ability to work as a team member</li> </ul>	<ul style="list-style-type: none"> <li>• ability to utilise strategies to support pupils in achieving learning goals</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• work as part of a team appreciating and supporting the role of other people in the team</li> <li>• support the change process, remaining positive during times of change</li> </ul>	
Knowledge & values of the Trust		<ul style="list-style-type: none"> <li>• demonstrate a commitment to the wider work of the Trust</li> <li>• ability to identify with the Trust's values &amp; principles</li> </ul>

<p>Special conditions</p>	<ul style="list-style-type: none"> <li>• this post may involve working some flexible hours on a planned basis</li> <li>• this post is term time only including INSET days</li> <li>• the post-holder will be expected to take holidays when the school is not in session</li> <li>• occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance</li> <li>• the postholder must participate in the Trust's appraisal programme</li> </ul>	
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**VACANCY: OPERATIONAL LEAD  
MILESTONE SCHOOL**

Post Reference: OPL-MIL

Grade: Grade 7 pts 21-25

Annual salary: £22,991 - £23,575

Contract: Fixed Term

Closing Date: 12noon on Monday 11<sup>th</sup> October 2021

Interview Date: Wednesday 20<sup>th</sup> October, 2021

Milestone School is looking to appoint an Operational Lead to join their team.

The hours of work are:-

8.00am until 4.00pm on Mondays & Tuesdays (including 30 minutes unpaid lunch)

8.00am until 3.30pm on Wednesdays (including 30 minutes unpaid lunch)

8.30 am until 4.00pm on Thursdays & Fridays (including 30 minutes unpaid lunch)

This is a fixed term post until 31<sup>st</sup> August 2022.

## **JOB DESCRIPTION**

**POST:** Operational Lead  
**GRADE:** Grade 7 pts 21-25  
**LOCATION:** Milestone School

### **JOB PURPOSE**

To lead the operational elements of the school in all aspects of school administrative support and to prioritise the completion of work. This post requires a high level of communication and cooperation with all administration staff and stakeholders in the school, including with close liaison with SLT.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### Administration

- to be responsible for the whole school administrative function
- to provide strategic support to admin and SLT
- to lead and manage the administration team, including appraisals, performance management and continued training and development of the admin staff
- to manage systems and link processes that interact across the school to form complete systems
- to ensure safeguarding policies relating to visitors are upheld
- to oversee the school website in liaison with SLT, ensuring updates are made promptly and the website remains compliant
- to undertake administrative support for SLT as required, including HR contract changes
- to undertake responsibility for the school CCTV
- to assist with general reception and clerical duties when required
- to liaise with SLT to ensure all school communication documents are updated and distributed
- to oversee and support the roles within the admin team E.g. EHCPs, Exams, Data, Communication and census
- to work with the school apprentice coordinator to provide a working structure and support for Admin Apprentices
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team, attending relevant meetings as required
- to liaise with SLT to ensure all school policies are relevant and updated as required
- to update the school emergency plan
- to liaise with SAND and Local Authority as necessary

#### Health and Safety

- to act as the school's Health and Safety Co-ordinator and Fire Warden in liaison with the Site Manager/Compliance Lead

- to lead and coordinate the Health and Safety meetings with school staff and Local Advisory Body
- to ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- to promote and ensure the health and safety of all students/pupils, staff and visitors, (in accordance with appropriate Health and Safety legislation) at all times
- to ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, LAB and where appropriate the Health & Safety Executive
- in liaison with SLT, to ensure all school based risk assessments are reviewed and updated as necessary
- to maintain the Risk Assessment Register
- to liaise with the site team and cleaning staff and inform them of any points when needed

#### Premises

- to liaise with Site Manager/Compliance Lead in a regular basis to discuss all Premises related issues

#### Financial

- to liaise with Central Finance Team to raise/approve orders
- to administer the distribution of petty cash
- to ensure any cash handling is managed in line with financial requirements
- to actively pursue Best Value for resources and consumables
- to be responsible for the lettings process – maximising income through lettings and other activities

#### Other

- to be the point of contact for catering to ensure the service runs effectively and efficiently, including all queries relating to Free School Meals
- to be responsible for the transport of pupils to and from school – liaising with LA SEN transport team/SLT and parents to ensure the effective running of the pupil transport process

#### **GENERAL**

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way

- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

### **QUALIFICATIONS/EXPERIENCE**

Please refer to the Person Specification

### **SUPERVISORY RESPONSIBILITY**

Admin Team

### **SUPERVISION RECEIVED**

Headteacher

### **PRINCIPAL CONTACTS**

Staff, pupils, visitors to the school and external stakeholders

### **SPECIAL CONDITIONS**

- where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears)
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

### **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

## PERSON SPECIFICATION

### Operational Lead (Milestone School)

Criteria	Essential	Desirable
Knowledge, skills & experience	<ul style="list-style-type: none"> <li>• excellent Word Processing &amp; Microsoft Office skills</li> <li>• a good standard of Maths &amp; English</li> <li>• the ability to communicate at all levels with care and discretion (both face to face and by telephone)</li> <li>• the ability to prioritise work effectively</li> <li>• accurate &amp; methodical working</li> <li>• the ability to work flexibly and cooperatively with a whole school approach</li> <li>• the ability to maintain confidentiality, particularly relating to staff and pupil information</li> <li>• experience of overseeing school and/or educational websites</li> <li>• experience of organising inter-agency meetings and minute taking</li> </ul>	<ul style="list-style-type: none"> <li>• experience of working in education / Academies Trust</li> <li>• experience of administrative work in a school</li> <li>• understanding of schools processes</li> <li>• experience of working as part of an office team</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• a proactive approach to work</li> <li>• the ability to establish effective relationships with those working in the MAT</li> <li>• ability to build and form good relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• ability to relate positively to all pupils and colleagues</li> </ul>
Knowledge & values of the Trust		<ul style="list-style-type: none"> <li>• the ability to identify with the Trust's values &amp; principles</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears)</li> <li>• this post is term time only including INSET days</li> <li>• the post-holder will be expected to take holidays when the school is not in session</li> <li>• occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## HOW TO APPLY

Please note that SAND Academies Trust will only accept applications that have been submitted using a SANDMAT Application Form which can be downloaded from [www.sandmat.uk](http://www.sandmat.uk). All Application Forms must be completed in full and applicants should directly address the skills and experience outlined in the Person Specification.

Completed forms should be emailed to [applications@sandmat.uk](mailto:applications@sandmat.uk) quoting the Post Reference number in the email subject header. Please note that we do not accept CVs or applications that arrive after the closing date.

Applicants will only be contacted if selected for an interview. Therefore, applicants who have not heard of the progress of their application within 2 weeks of the closing date should assume that they have not been successful with their application on this occasion.

Due to the volume of applicants for each post, SAND Academies Trust are unable to hold applications on file. Please check the SAND and individual school's websites regularly for details of new vacancies.

All posts are subject to satisfactory pre-employment checks and the successful completion of a 6 month probation period.

## SAFER RECRUITMENT IN EDUCATION

SAND Academies Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who are not suitable to work with children.

### Information for Applicants

This pack includes:

- details of current vacancies



- a Job Description outlining the duties of the post, including safeguarding responsibilities
- a Person Specification which will include a specific reference to suitability to work with children
- a SANDMAT Application Form is available to download separately. All applicants are required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history)

### **Shortlisting and Reference Requests**

References will be requested at the selection stage directly from the referee. They will be asked:-

- the referee's relationship with the candidate
- details of the applicant's current post
- performance history and conduct
- if there has been any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- details of any substantiated allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate's suitability to work with children. If so the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

### **Interviews**

At least one member of each interview will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

### **Pre-Employment Checks**

All staff will require pre-employment checks which include an enhanced DBS, satisfactory Health clearance and evidence of Right to Work in the UK. Applicants who have lived or worked overseas within the last 10 years must provide an equivalent DBS certificate or Police clearance from the country that they resided or worked in. Prohibition checks will also be completed if necessary.

# **Battledown Centre for Children & Families**

*Help and encourage each of our unique pupils to be “the best that they can be”*

Harp Hill, Cheltenham, GL52 6PZ

01242 525472

[www.battledown.org.uk](http://www.battledown.org.uk)

## **Belmont School**

*To always be the best we can be...*

Warden Hill Road, Warden Hill, Cheltenham, GL51 3AT

01242 216180

[www.belmont.gloucs.sch.uk](http://www.belmont.gloucs.sch.uk)

## **Paternoster School**

*Learning together*

Watermoor Road, Cirencester, GL7 1JR

01285 652480

[www.paternosterschool.co.uk](http://www.paternosterschool.co.uk)

## **The Milestone School**

*Removing obstacles and enabling access to learning*

Longford Lane, Gloucester, GL2 9EU

01452 874000

[www.themilestoneschool.co.uk](http://www.themilestoneschool.co.uk)

## **Willow Primary Academy**

*Taking P.R.I.D.E in all we do*

Evenlode Road, Tuffley, Gloucester, GL4 0JY

01452 526442

[www.tuffleyprimary.co.uk](http://www.tuffleyprimary.co.uk)