
Job Description

Salary: up to £16,000-18,000 PA (up to £20,000 for an exceptional candidate)

Stone Soup Academy is an outstanding 13-16 Alternative, Free School Academy based in the historic lace market in the centre of Nottingham. We meet the needs of up to 80 young people who have been excluded or are at risk of exclusion from mainstream school.

Stone Soup Academy is a vibrant, wonderful and outstanding place to work filled with energy and enthusiasm both from the staff and our students. We are looking for a unique person to compliment our team. We need someone who has the skills to engage our learners and create positive relationships but also someone who will maintain the fabric of our building on a daily basis but be able to use this side of the role to further engage our students.

We are looking for a 'can-do' person, someone with a sunny disposition who can cope with the stresses and strains of working with vulnerable young people.

The rewards are immense including extensive holidays, private health care after 6 months and your birthday off. All this in addition to a competitive salary and the joy of working in an outstanding academy.

If you are interested you need to send in a letter of application explaining why you are the best person for this post, CV's will NOT be accepted. You will also need to complete an Academy application form which you can get by ringing Sue Murphy Operations Manager on 0115 8221833.

Closing date for applications will be Sunday 13th October
Shortlisting will take place on Monday 14th October
Interviews 18th October

We would like the post to start on Monday 4th November but we can be flexible

Job Description

Personal Coach and Handy Person

All staff at Stone Soup Academy should actively follow and promote the mission, policies and standards of the Academy which require:

- Be fully committed to raising standards and improving the life chances of all pupils.
 - Create a culture which celebrates the positive and encourages all kinds of achievement.
 - Ensure good communication and working partnership with others.
 - Support a caring and compassionate community, through being aware and responding to the needs of others.
 - Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to the needs of others.
 - Be committed to high standards of professional co-operation and integrity.
- Role / Responsibilities:
- To create a calm environment where the welfare of the children comes first.
 - Working within an agreed system of supervision, to oversee support in the inclusion unit and support the learning of pupils within.
 - To work with challenging children to promote positive attitudes.
 - Work closely with the Engagement Team and others to achieve the collective aims of the Engagement team.
 - Support the implementation of behaviour management across the Academy.

Specific Responsibilities:

- As a member of the Academy Engagement Staff Team, provide support and cover for other members of staff as required.
- Work with key students to ensure that they make progress at the Academy
- Providing practical support in the Academy to keep the fabric of the building fit for purpose and to support the Academy Vision.
- Ensuring that the refuse collection at the Academy is completed twice a week.
- Ensure that the physical environment of the Academy is safe and secure.
- Supporting specific students within this role.
- Opening and locking the Academy.

Monitoring, Progress and Intervention:

- Promote the aims and values of the Academy, including a commitment to good relationships and equality of opportunity for all
- Support the engagement team in identifying appropriate priorities and targets, take the necessary action and reviews progress towards them
- Ensure effective record-keeping and ensure it is effectively maintained to support the effective work of the Engagement Team.
- To work effectively with all stakeholders (internally/ externally), to bring about the best outcomes for every child.

Support for the Teacher:

- Working with the teacher and support staff, take the lead in the comprehensive assessment of children selected by the Principal or nominated representative, to identify those who need extra help to improve learning and behaviour
- Work with others to draw up an action plan for each pupil who needs particular support.
- Support the development and work within a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
- Maintain regular contact with families/carers of children in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement.
- To work closely with the class teacher and SENCO to ensure that the needs of the gifted and talented children and those with special educational needs.

Support for Curriculum:

- To have knowledge and appreciation of the range of activities, courses, opportunities, agencies and services that could be drawn upon to provide extra support for pupils are met/are addressed. Or any additional qualifications or experience relating to behaviour management.

Support for School:

- Comply with all Academy policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the Academy ethos, aims and development/improvement plan.
- Facilitate the sharing of relevant information between local agencies and schools and be the joint point of contact for accessing a range of community and specialist support services for example, Social Services, Education Welfare Service.
- Complete action plans and case studies as required for the Head of Engagement .
- Attend and participate in meetings sharing best practice to support others.

- Undertake personal development through training and other learning activities, including performance management as required.
- Undertake all associated paperwork and admin for the role.

Corporate Responsibilities:

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To undertake other such reasonable duties as may be required from time to time and to annually review the role and responsibilities.

General Responsibilities:

- To participate in the Academy's Performance Management/Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To attend meetings as required.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important.
- Where appropriate staff will should be available for reasonable overtime e.g. Open evenings, Summer school etc.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Qualifications and Experience

- Experience of working with children / young people.
- Experience of working with disadvantaged young people.
- Experience of working in a school or similar establishment.
- Experience of working with external agencies and other professionals.
- GCSE English and Maths (Grade C /4 or above) preferred

Knowledge and Skills

- Ability to build and form good relationships with students, colleagues and parents / carers.
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
- The ability to make professional judgements.
- The ability to respond to crisis.
- The ability to apply and maintain firm & consistent boundaries with pupils.
- Good understanding of how to motivate staff and students and get the best from them.

- Knowledge and understanding of how students learn and barriers to learning.
- Knowledge of Equal Opportunities and approaches to inclusion.
- Knowledge & understanding of Child Protection and Safeguarding procedures.
- Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents / carers and other professionals.
- Good standard of numeracy and literacy skills.
- Ability to proficiently use office computer including word-processing, spreadsheet, database and internet systems.
- Ability to absorb and understand a wide range of information.
- Ability to maintain accurate records and filing systems.
- Ability to deal with confidential data / issues appropriately.
- Proven experience to de-escalate volatile situations
- The ability to deal effectively with volatile visitors to the school and deal with them in a firm, calm and effective manner
- High levels of practical ability to be able to operate as an Academy handy person as required.

Personal Qualities

- Positive and sunny disposition
- A person who gets the job done effectively and quickly.
- Initiative and ability to prioritise one's own work.
- Able to follow direction and work in collaboration with line manager and colleagues.
- Able to work flexibly to meet deadlines and respond to unplanned situations.
- Flexibility in one's approach and an ability to think and respond creatively to challenging situations.
- Efficient and meticulous in organisation.
- Desire to enhance and develop skills and knowledge through CPD.
- Commitment to the highest standards of child protection.
- Recognition of the importance of personal responsibility for Health & Safety.
- Commitment to the school's ethos, aims and its whole community.
- The ability to establish positive and professional relationships with staff, parents & governors
- Self – assertiveness
- The ability to be trustworthy and discreet
- Professional in dealings with staff both in and out of the Academy
- Ability to hold team to account
- Well developed sense of humour
- Ability to work in stressful situations whilst remaining professional
- Excellent time management
- Loyalty and honesty

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are subject to an enhanced db's check and references.

Job Type: Full-time