



**North East
Learning Trust**

**Laurea Centre Manager
Hermitage Academy**
Applicant information pack

Laurea Centre Manager (Behaviour, Safeguarding & Early Help)

Required for December 2022/January 2023

Term Time only plus 5 days

Salary grade 6, SCP23-SCP25

£30,151-£32,020 (FTE) £26,603 - £28,252 (Actual)

Hermitage Academy is a part of the North East Learning Trust and are seeking to appoint a Laurea Support Manager-Safeguarding to join our dedicated team.

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

Hermitage Academy is a mixed 11-16 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- 31 days annual leave entitlement (whole year staff only)
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Hold 5 GCSE qualifications (or equivalent) including English and Mathematics
- Have experience of dealing with safeguarding
- Have excellent IT and communication skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline:

Closing date for applications 12pm Wednesday 30th November 2022
Interviews will take place w/c 5th December 2022

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish, Support Services Manager 0191 388 7161. Please do not submit a CV unless it is to complement your application form.

Job description

Post title: Laurea Centre Manager – (Behaviour, Safeguarding & Early Help)
Responsible to: Deputy Headteacher (Pastoral)
Responsible for: Respond to safeguarding incidents/concerns and ensure students' welfare is of utmost importance
Salary Band: Salary grade 6, SCP23-SCP25

Job Purpose:

- To respond to safeguarding incidents in the capacity of Deputy Designated Safeguarding Lead.
- To support in investigations of behavioural incidents, as appropriate.
- To provide pastoral care, guidance and welfare for vulnerable students.
- To follow up behavioural incidents with appropriate investigation.
- To liaise with parents as requested by the Pastoral DHT and AHTs.
- To work with and support children, young people, and their families.
- To carry out partnership working with parents/carers and relevant agencies to secure positive outcomes.
- To work with parents/carers to develop confidence and to promote empowerment and self-advocacy.

Duties and Responsibilities:

- To assist the Senior Designated Safeguarding Lead, to ensure appropriate support for vulnerable students.
- To lead early help school based TAFs and attend other multi-agency meetings, as directed.
- To build effective working relationships with parents/carers and families to enable positive change to take place.
- Provide direct help to empower families to achieve; excellent school attendance, meaningful boundaries within the home, achieve parental control of children, to access a range of support networks.
- Listening to parents and carers and giving confidential support and guidance.
- Attend early help conversations, presenting the school and family worries.
- To develop a good knowledge and understanding of local resources and services and support parents/carers to understand them.
- To liaise with external agencies, as appropriate e.g. primary schools, EOTAS, school nursing service.
- To work with other Designated Leads and Deputy Headteacher for Pastoral Care to support and promote transition arrangements for new year groups.
- To maintain clear and accurate records and produce high quality written and verbal reports, as required, ensuring that all personal data is handled in a confidential and sensitive manner.
- Work in partnership with safeguarding team and with wider pastoral staff.
- Liaise with relevant staff/providers regarding the needs of children.
- To participate in supervision, appraisal, training and continuous professional development
- To keep line manager informed of all issues and concerns.
- To promote excellent behaviour, following the school systems and procedures.
- To investigate incidents and respond to behavioural issues around school.
- To support parents' evenings and whole school events.

- To undertake duties as directed by the Deputy Headteacher and other senior leaders.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<p>Minimum 5 GCSE's, or equivalent, at A*-C including Maths and English.</p> <p>First Aid qualification (or willingness to undertake).</p>	<p>A degree or other relevant professional qualification in education, youth or social work.</p> <p>An understanding of how children learn, and potential barriers to learning.</p>
Experience	<p>Experience of working with young people and/or their families.</p>	<p>Experience of working in an educational setting with students with differing needs and behaviours.</p> <p>Experience of working in a multi-agency setting.</p>
Aptitude and skills	<p>Well-developed negotiation skills.</p> <p>Ability of manage a range of conflicting priorities across different areas of work.</p> <p>Excellent communication skills, both written and verbal.</p> <p>Good ability to work on own initiative with minimal supervision.</p> <p>Sound working knowledge of child protection legislation and procedures.</p> <p>Excellent administrative skills, including organisation and interpersonal skills.</p> <p>Ability to work within school systems and procedures.</p> <p>Ability to maintain the highest levels of confidentiality.</p>	<p>Counselling/mediation skills.</p>
Personal qualities	<p>Have energy, enthusiasm, and initiative.</p>	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.