



BUTTERSHAW BUSINESS &
ENTERPRISE COLLEGE

bdat
Bradford Diocesan
Academies Trust

Application Pack

Welfare and Mental Health Caseload Manager



Headteacher – Mr A Taylor

Buttershaw Business and Enterprise College
Reevy Road West
Bradford
West Yorkshire
BD6 3PX
tel: 01274 676285
email: admin@bbec.bdat-academies.org
school website: www.buttershaw.net
BDAT website: www.bdat-academies.org





BUTTERSHAW BUSINESS &
ENTERPRISE COLLEGE

bdot
Bradford Diocesan
Academies Trust

CONTENTS

Welcome from the Headteacher

About BBEC

Welfare at BBEC

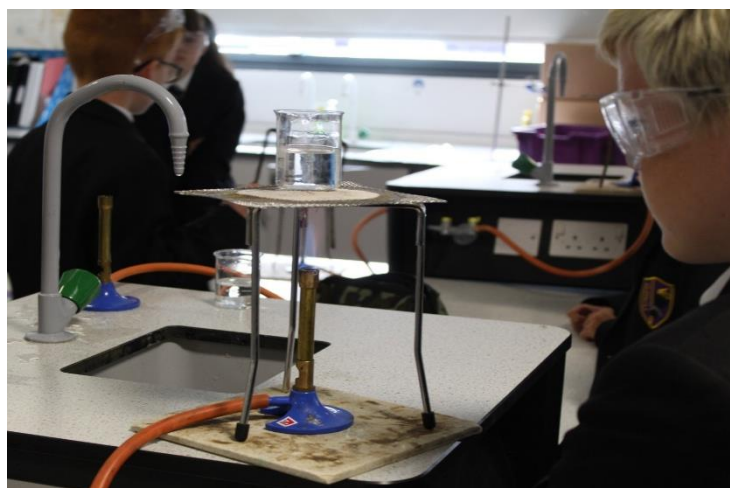
About BDAT

The BDAT Employee Pledge

Making your Application

Job Description

Personnel Specification



AMBITION

RESILIENCE

COURTESY

KINDNESS

WELCOME

The governors, staff and students of Buttershaw Business and Enterprise College (BBEC) warmly welcome you to our guide for prospective applicants for the role of Welfare and Mental Health Caseload Manager.

Our vision is that we will all work to ensure that our students will be the **best** they can be and can achieve great things. They will be **ambitious, resilient** and **determined** in their learning and **respectful, courteous** and **kind** in their relationships.

We will thus prepare our students to lead **happy** and **successful** lives.

We live this vision every day. It is a real privilege to introduce our vibrant school to you.

We believe students' education is not a dress rehearsal; they only get one chance and it is important that our school provides a safe, happy environment where our young people feel valued and can learn and fulfil their potential. The school has undergone change over recent years; these changes have resulted in greater success for our students. We are on a trajectory of rapid improvement. At BBEC we understand the importance of great teaching and our students being successful academically, but as well as this we offer fantastic opportunities for children to develop skills and interests beyond the classroom. We believe this helps students have a fully rounded, exciting learning experience so that they can thrive and be prepared for adult life.

We are a fully inclusive school and we welcome all children and their families. We have a fantastic mix of students with different skills and talents. The breadth of our curriculum is designed to include a range of academic and innovative courses for all abilities, from the university bound to those with additional learning needs. We are truly proud of our inclusive approach and our commitment to see every child reach his or her potential. We expect all staff to work hard to ensure that we fulfil this aim.

The intent of the curriculum at BBEC is to:

- develop the whole child to ensure that they embody BBEC's values, both in and out of school, by being ambitious and resilient in their work and courteous and kind in their interactions with other people.
- provide an all-round education that delivers excellent outcomes in terms of academic success, improved cultural capital and increased ambition in order to counter social disadvantage.
- create a school where everyone belongs and equality of opportunity is actively and effectively promoted.
- develop an understanding, appreciation and respect for diversity while recognising and celebrating difference as well as all we have in common.
- ensure students are compassionate, courteous and kind by guiding their moral, intellectual and creative development.
- secure high levels of literacy, oracy and numeracy to enable students fully to participate in their acquisition of knowledge at BBEC and (the world) beyond.
- nurture academic habits and skills, emotional intelligence and creativity across a wide range of subjects including the arts, music, performing arts, IT, technology and sport.
- foster confidence, delight, resilience and discipline in seeking knowledge; a buzz for learning!
- develop knowledge of, and pride in, Buttershaw and Bradford as well as developing ambition and awareness of the possibilities outside the local environment.



At BBEC, we recognise that our staff are our biggest asset. We believe that our children deserve only the best quality staff, so we recruit carefully and invest in training to ensure continued improvement and an excellent quality of education.

Although we are a large school, we work very hard to ensure we retain our community, family ethos. We strongly believe education is a partnership between school, students and parents and work hard to develop this partnership.

We would be delighted to invite you to visit us in school so we can share our vision with you.

Andrew Taylor
Headteacher



ABOUT BBEC

Buttershaw Business & Enterprise College is an **improving school**. We are an ambitious, community-focused academy of just over 1400 students serving an area of social deprivation on the southern edge of Bradford and seven miles from Leeds. BBEC is popular locally and is rapidly becoming the school of choice for the community of Buttershaw; for the last four years we have been over-subscribed in Year 7.

**We all belong
at BBEC**



BBEC is an **inclusive school**, our school motto is 'We all belong at BBEC'. We celebrate our differences and our similarities and do not tolerate discrimination of any type. We have a bold approach to inclusion and work so that all students and staff can bring their authentic selves to school.

ability culture gender identity
mental health race hobbies personality
gender expression physical health nationality
sexual orientation fertility appearance ethnicity age
occupation political affiliation language
marital status religion location education class

BBEC has a cohesive, highly skilled and ambitious staff team who work hard to ensure that every student is successful. Many of our students face multiple challenges and it is through clarity of vision, professionalism and determined support for students and for each other that we are bringing about improvement. We have the highest expectations for all our students and expect that our staff teach to the very highest level. We have a rigorous approach to quality assurance and a significant commitment to Continuing Professional Development. Teachers have many opportunities to improve their teaching pedagogy and pedagogical subject knowledge and we expect them to make the most of these opportunities to ensure that the highest of standards are maintained.

BBEC is situated in a modern building. It has well-equipped departments that are arranged in suites of rooms. All teachers have a laptop, all classrooms are equipped with projectors and interactive whiteboards and all classrooms have access to student laptops.

All at BBEC are dedicated to raising the aspirations of our students and improving cultural capital through ambitious schemes of learning in all year groups and a varied offer of extra-curricular activities and opportunities. We run trips and visits to places in the UK and across the world, our students take place in a myriad of competitions and our CEIAG programme is exemplary.

This exciting role offers great opportunities for the successful candidate and a chance to make a difference to some wonderful young people.



AMBITION

RESILIENCE

COURTESY

KINDNESS

WELFARE AT BBEC

The Welfare Department are at the heart of student support at BBEC we work closely with students, parents/carers and staff to provide the highest quality support physical, mental and emotional wellbeing. The team comprises of the DSL; five deputy DSLs, a Welfare and Hub Manager, a Tic-Tac manager, a family liaison officer, attendance and welfare manager and a pastoral support and welfare officer. The school works closely with MHST, MNHES, Step2, Youth Workers, Early Help, Childrens Social Care as well as many online provisions.

This new role has been created to coordinate and administrate current services whilst also providing bespoke student facing support therapies. The role will require close liaison with the SENDCo and DSL/DDSLs. CPD will be provided by BDAT and other agencies as appropriate.



ABOUT BDAT

Buttershaw Business and Enterprise College is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

GENERAL INFORMATION AND BACKGROUND

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds. BDAT is a charity governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

OUR MISSION STATEMENT

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

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

OUR CHRISTIAN ETHOS

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



Bradford Diocesan Academies Trust

BDAT PEOPLE: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE".





**Bradford Diocesan
Academies Trust**

THE BDAT EMPLOYEE PLEDGE

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

WE DO THIS BY:

- Relentlessly only recruiting the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that retain and grow the expertise and skills of our people. Keep reading to find out more about our employee pledge which sets out what you can expect from us if you choose to join BDAT and what we will expect of you.

WE WILL OFFER YOU:

- Work in a values driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. www.bdat-academies.org
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Assistance with career progression both within and outside the Trust
- A competitive employees' benefit scheme <http://www.bdat-academies.org/aboutus/employee-benefit-scheme/>

WE WILL PROVIDE YOU WITH THE OPPORTUNITY TO:

- Work with like-minded subject colleagues from the other trust schools
- Shadow colleagues both within the school and across BDAT
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education



THE BDAT EMPLOYEE PLEDGE (continued)

IN RETURN, WE EXPECT YOU:

To Model

- The values of BDAT and your school at all times
- Professional behaviours at all times

To Be

- A consistently good teacher on a day to day basis
- Committed to ongoing professional development
- A team player and to adopt a 'can do' attitude

To

- Place safeguarding of students at the heart of the work
- Engage in constructive professional dialogue, giving and listening to feedback
- Contribute to the development of students and staff

Thank you for taking the time to read this information.



MAKING YOUR APPLICATION

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the BDAT application form. The application form can be downloaded from the school website <https://www.buttershaw.net/work-for-bbec>.

At BBEC our first priority is keeping our young people safe. Safeguarding is at the heart of all we do, and we work hard to ensure that all of our students are safe at all times and know how to keep themselves safe in a variety of situations. BBEC makes decisions about the suitability of prospective employees based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

If you would like to speak to someone about the vacancy, please contact Mrs Brown at Buttershaw Business and Enterprise College on 01274 676285, or by email at taffy.brown@bbec.bdat-academies.org.

INCLUSION

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.





BUTTERSHAW BUSINESS AND ENTERPRISE COLLEGE
JOB DESCRIPTION

POST TITLE	Welfare and Mental Health Caseload Manager
Purpose	To liaise with staff, external agencies and parents/carers to ensure that a structured process of support is in place for identified caseload students.
Salary	SO2 point 26 - 28 - £30,340 - £31,920 (actual salary, pay award pending) Full Time – Term Time Only plus 4 days
MAIN (CORE) DUTIES	
Strategy	To develop, coordinate and monitor a programme of support for students in school where mental health is a barrier to education
Responsibilities	<ul style="list-style-type: none"> • To co-ordinate mental health assessments as part of Assess, Plan, Do. Review cycle • To ensure that relevant staff and parents/carers are given timely information regarding referrals, interventions and actions from various assessments including external agencies. • To liaise with staff to ensure appropriate and timely actions take place • To complete or oversee all referrals to external agencies made for mental health and welfare reasons • To source and signpost appropriate mental health and welfare resources to students, parents / carers and staff • To work with an identified caseload of students providing support, monitoring and delivering appropriate interventions • To arrange and attend TAC/TAF meetings where relevant and disseminate information and actions to staff • To liaise with SENDCo where appropriate • To work closely with all colleagues on the safeguarding and welfare teams • To coordinate record keeping and ensure CPOMs logs are accurate and up to date • To track and monitor reasonable adjustments made for students due to welfare or mental health reasons • To undertake appropriate training to further develop understanding and expertise around mental health • To chair meetings and lead Early Help process when required • To be aware of, and comply with, policies, practices and procedures relating to child protection and safeguarding as set out by the school and Keeping Children Safe in Education.
Accountability	<ul style="list-style-type: none"> • To be accountable to Assistant Headteacher (DSL)
<p>The duties and responsibilities listed provide an outline of the job. You may be asked to undertake other duties identified by the Headteacher and particular responsibilities may be amended through appropriate consultation from time to time.</p>	



WELFARE AND MENTAL HEALTH CASELOAD MANAGER PERSONNEL SPECIFICATION

ATTRIBUTES	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
Qualifications	<ul style="list-style-type: none"> • A relevant professional qualification (NVQ level 2) in working with young people, e.g. youth and community work, social work, counselling, mentoring or mental health nursing • Level 2 (or equivalent) English and maths. 	<ul style="list-style-type: none"> • Level 3 or higher qualification in relevant subjects or field
Support services	<ul style="list-style-type: none"> • An understanding of the political and educational context of social inclusion. • An understanding of the social, emotional and intellectual needs of young people and families. • A knowledge and understanding of influences on parenting and parent-child relationships. • A knowledge and understanding of influences on children and young people, • Ability to liaise with other relevant adults • Experience of working within a learning environment and being actively part of supporting the learning process. • Building sustainable relationships with young people and their families, both formally and informally. • A flexible and creative approach to service delivery • Advocacy and counselling skills. • Ability to assess risks in working with young people and their families. • Ability to coordinate multi-agency meetings 	<ul style="list-style-type: none"> • Experience of working with complex young people and families including those who may be vulnerable or disadvantaged in some way.
Attributes	<ul style="list-style-type: none"> • Ability to communicate with parents in a calm, courteous and empathetic manner • Ability to maintain a professional manner in difficult situations • Willingness to 'knock on doors' • Able to work flexibly to meet the needs of the school including some occasional evening work. 	<ul style="list-style-type: none"> • Full understanding of the range of available support services/providers • Knowledge of the local area and of the challenges facing students
Assessment and Monitoring	<ul style="list-style-type: none"> • Report writing. • Assessing family situations and needs to develop and implement effective strategies, risk assessments and individual educational/learning support plans • Maintain records and prepare written reports. • Competence with IT, including Outlook, Word and internet. 	
Liaison with Agencies	<ul style="list-style-type: none"> • Ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school • Ability to work effectively and network with a wide range of support services 	

ATTRIBUTES	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
	<ul style="list-style-type: none"> • Using a holistic person centered approach when working in or with multi professional teams/agencies. • An understanding of multi-agency work and the roles of these disciplines. • Communicate effectively, both verbally and in writing, with colleagues, parents/carers and other agencies. • Good interpersonal skills to maintain productive working relationships with colleagues and other agencies. 	
Support for the school	<ul style="list-style-type: none"> • Evidence of relevant training and willingness to undertake such training. • Good attendance and punctuality • Not requiring to take time off during term time • Participation in meetings/courses as required • Ability to perform all the physical duties and responsibilities of the post • Approachable, courteous and able to present a positive image of the school to callers, visitors and other staff members • Maintain confidentiality in matters relating to the school, its students, parents and carers 	
Required personal qualities and attributes	<ul style="list-style-type: none"> • Emotionally resilient and able to work in a challenging environment • Evidence of support for the school ethos and vision • The ability to take initiative and make decisions • Good oracy skills • Ability to organise and manage work routines/caseloads effectively with a minimum of supervision and support and deliver targets with minimal supervision. • Flexibility to work some evenings to meet the needs of the school. • BBEC is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. Any offer of employment will be subject to an enhanced DBS check. 	