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**Information Pack**

**Behaviour Support Manager**

David Nieper Academy

Grange Street, Alfreton, Derbyshire, DE55 7JA

T: 01773 832331

June 2024

Dear Applicant

Thank you for showing an interest in the post of Behaviour Support Manager at David Nieper Academy.

Our Academy is sponsored by the Christopher Nieper Education Trust, who together with local employer partners, are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand-new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy. We are a growing school now of 780 students 11-18 and will soon be at our full capacity of 850 students 11-18. Our September 2022 Ofsted Inspection graded the academy as ‘Good in all areas’, a fantastic improvement from the ‘inadequate’ Ofsted rating when we took over the academy - and we endeavour to build on this as we grow and develop further. We are currently the only academy within the Trust but our plans are to grow in the near future.

Our aim is to raise standards, expectations, inspire excellence, to provide care and support, and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most being either international or national household names such as Denby Pottery, Owen Taylor & Sons Ltd, Bowmer & Kirkland, Places for People, Equip UK alongside David Nieper Ltd, are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom. We are looking for a candidate who will embrace this approach and ensure that David Nieper Academy is adopting this approach through its world class learning pedagogies.

If you like the sound of the academy and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **9.00am Friday 3rd July 2024.**

If you have any queries please contact Mrs Maria Barnes, HR Manager, via email at mbarnes@christopherniepereducation.org

Yours faithfully



Mr R White

Head of School

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**Christopher Nieper Education Trust**

**Behaviour Support Manager**

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA

Age Range – 11-18

37 Hours / 40 Weeks per year (term-time only including INSET days plus 1 week)

Grade 7, points 8-11 (£24,958 – £26,871 FTE pay award pending)

Actual salary: £22,017.68 - £23,705.31

 8am – 4pm Monday to Thursday

 & 8am – 3.30pm Friday

Responsible to Assistant Headteacher - Pastoral and Inclusion

Do you want to support our students onto greater things? Are you excited by the opportunities and possibilities for our academy? Could you be part of a busy academy environment, helping to support and develop our students and families?

David Nieper Academy is an academy in the town of Alfreton, Derbyshire. A brand-new school building was opened in early 2017. A key aspect of our vision is our focus on applied learning within all subject areas and across year groups. We have seen an increase in student numbers within each year group and are currently oversubscribed in a number of year groups; we are looking to build on this year on year. This is an immensely exciting time to be joining the academy and being a key driver in enhancing the pastoral, academic and social achievement of our students.

The Governing Body is seeking to appoint a Behaviour Support Manager.

The successful candidate must be able to:

* work well as part of a team
* have excellent communication and interpersonal skills
* have a ‘can-do’ attitude; be highly organised and
* have the ability to work under pressure.

The Governing Body is committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the Academy’s policies in relation to equality and safeguarding and promoting the welfare of children.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the Christopher Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

**The role**

The Behaviour Support Manager will work with staff across the academy to support any students at risk of permanent exclusion or experiencing other issues which may mean that full time mainstream curriculum is not the most appropriate route at that time. Working closely with Progress & Achievement Leaders, the Pastoral team and Curriculum leaders, the students themselves and their families to provide an alternative curriculum always with the intention that wherever possible students will return to mainstream education at the earliest opportunity.

* To identify, along with colleagues, students at risk of needing inclusion.
* To work with identified students and their families to try to prevent the need for inclusion.
* To create and lead a bespoke curriculum for identified students who will require either short term or longer-term placements in inclusion.
* To oversee the curriculum and pastoral provision in inclusion and report on pupil progress.
* To work as a mentor to engage and influence young people with a view to the development of skills that equip them to better manage their behaviour and work constructively with others through effective communication.
* To liaise with appropriate colleagues, keeping all up to date with progress and any issues.
* To prepare reports and attend meetings with external agencies as required.
* To work closely with a range of external inclusion providers including quality assurance of placements.
* To prepare and support students to return to mainstream curriculum either in a full or part-time capacity or to prepare them for transition to either external inclusion or the next stage of their education/ training.

**Main Duties and Responsibilities:**

* To assist in the inclusion of young people into the academy population who are regarded as challenging learners and whose behaviour manifests itself in lesson disruption.
* Provide guidance, support and intervention programmes for students identified as requiring inclusion, tracking the impact of all support.
* To work alongside the teachers and oversee the curriculum provision provided by Faculties when teaching staff are timetabled to deliver courses within Inclusion. Liaising with and feeding back to Heads of Faculty where necessary.
* To work alongside and oversee any external provision or courses that are delivered within inclusion. Liaising with and feeding back to the provider where necessary.
* Develop and maintain effective and supportive mentoring relationships with children and young people and those engaged with them.
* Support the identification of early signs of disengagement and develop specific interventions to encourage re-engagement.
* Mentor students including those at risk of exclusion.
* Work with others in providing day-to-day guidance and support for any identified students and be a point of reference for staff and parents.
* To provide additional supervision and presence around the academy.
* To provide and analyse data relating to the identified pupils.
* Liaise with other colleagues and agencies and provide information about students at risk.
* Maintain regular contact with families/carers of the identified pupils, keeping them informed of the child’s needs and progress, and securing positive family support and involvement, documenting communications to make sure chronologies are up to date.
* Take part and lead in meetings with staff and parents relating to inclusion.
* To support in the production of reports to Governors and other stakeholders regarding this role.

**General**

* The successful candidate will work towards fulfilling the academy commitment to a high quality of service and will promote and embody the academy ethos.
* Attend and participate in staff and working group meetings and training as appropriate.
* Take part in Performance Management
* Adhere to work practices and policies including those relating to Equal Opportunities.
* Any other duties requested by the Headteacher.

**Benefits**

* Ongoing training, support and mentoring will be provided
* Free access to Health Assured Employee Assistance Programme
* Free onsite Parking
* Generous discount at the David Nieper Ltd factory shop

**Person Specification**- Behaviour Support Manager

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| **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** |
| * Educated to NVQ Level 3 or equivalent
* GCSE (Level 2) or higher qualifications in English and Maths
 | * Mentoring or similar qualifications
* Evidence of ongoing professional development
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| **SKILLS/KNOWLEDGE/EXPERIENCE** |
| * Excellent IT skills
* Excellent communication skills both written and oral
* Appropriate level of literacy and numeracy skills
* Experience of dealing with children and families, preferably within an educational context.
* Evidence of responding quickly to stakeholder needs and resolving concerns
* Evidence and experience of responding positively to change
* Experience of working with external agencies
* Proven ability to work to deadlines
* Working with management information systems
* Use of IT systems to compile reports and analyse data
* Able to drive their own car for home visits or be willing to undertake mini-bus test.
* Understanding of potential barriers to learning.
* Ability to problem solve.
 | * SIMS experience
* Awareness of Safeguarding and Child Protection issues
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| **PERSONAL QUALITIES** |
| * Ability to communicate clearly with pupils, parents and professionals and a willingness to help and advise others
* Highly organised
* Methodical and attentive to detail
* Ability to work accurately and under pressure
* Ability to adapt to changing work loads
* Self-motivated and ability to motivate others
* Flexible team worker
* Well presented & personable
* Sense of humour
* Genuine enthusiasm and the ability to work well within a wider staff team
* To work within the spirit of Academy Policies on Equal opportunities, Child Protection, Health and Safety, Finance, Smoking etc.
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An enhanced DBS check is required for all successful candidates that are offered a position within our Academy. If you are successful at the interview stage and you have accepted our offer of employment, then a DBS check will be started. If you subsequently withdraw from the position after accepting our employment offer, then you may be required to pay for the DBS check charge.

**Method of Application**

1. Curriculum Vitae will not be accepted. Please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/142405/EDV-2024-DNA-73473>
2. The statement in your application should focus on:
* Candidate’s previous experience which will help in successfully undertaking the role of Behaviour & SEND Admin Support.
* Personal skills to benefit David Nieper Academy.
1. For any queries, please email mbarnes@christopherniepereducation.org
2. The academy operates a NO SMOKING policy on site.

5. Interviews - Candidates invited to attend interview will:

1. Have a tour of the academy and meet key members of staff
2. Complete in-tray exercise/related tasks
3. Have a formal individual interview with the selection panel.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

R White

June 2024