

RECRUITMENT INFORMATION

Bishop Perowne

Church of England College

https://bishopperowne.co.uk

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SCHOOL & JOB INFORMATION

Dear Candidate,

Thank you for your interest in the role of Alternative Provision Lead - Year 7 Transition and SEMH Provision Lead at Bishop Perowne Church of England College. This is an exciting opportunity for a motivated and aspirational person to join our team.

We are based in Worcester City in Worcestershire which is a beautiful area of the country and provides good access to Birmingham. The area we serve is diverse, and our catchment and students offer a range of expectations and challenges, therefore being able to drive ambitions is key. Our ambition for our students to have the best chance of success is central to our drive and vision.

The school is a vibrant and forward-thinking community of staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of staff demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The ideal candidate will have a 'can do' attitude and able to use their initiative.

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We are a school that is continuing to grow our PAN is currenty 240 per year group and over PAN in KS3.

We strive to be an inclusive and diverse employer, and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and discuss our workload and well-being charter annually with staff. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve.

To get a feel of life at Bishop Perowne, please feel free to contact us to arrange a visit. We will always make time to show potential candidates around the school in order for them to see our provision and meet key people.

Bishop Perowne is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure and social media checks. The school website, Facebook and Instagram pages provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact Karen Wigley, Headteacher's PA/HR on kwi@bishopperowne.co.uk to seek further information or book a visit. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



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VISION STATEMENT

Bishop Perowne Church Of England College Vision Statement:

We are proud to be a Church of England School.

Our vision statement of *'At Bishop Perowne, we do nothing from selfish ambition or conceit, but humbly count others more significant than ourselves.'* is lived through an approach of servant leadership and putting one another first.

Our four values of Compassion, Respect, Resilience and Integrity are central to the school featuring frequently in all aspects of life at Bishop Perowne.

We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background. We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future. We recognise that we can always improve.

In light of this, our vision statement is often shortened to 'at Bishop Perowne we celebrate diversity'.

Applicants are welcome from all faiths and none, but should share in our core values.



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EMPLOYEE BENEFITS

Bishop Perowne Employee Benefits:

Bishop Perowne recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- **A supportive ethos and concern for the well-being of all colleagues**
- **Clear and transparent calculation of 1265 working hours (with no roles reaching the maximum figure - teaching staff)**
- **Excellent CPD opportunities and career progression**
- **Employer contributions to Local Government (LGPS) or Teachers Pension Scheme**
- **Access to Blue Light Card Scheme**
- **Access to the Bishop Perowne Golden Ticket and Club Card Scheme**
- **Cycle to Work scheme**
- **Health Assured Programme**
- **Free eye tests**



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ROUTINES & EXPECTATIONS

Routines and Expectations:

At Bishop Perowne it is really important to us that our classrooms are disruption free and the school is calm and orderly.

Our collective behaviour policy assists in making this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

Simple routines, high expectations and shared language support staff with behaviour management. Senior Leadership have a strong presence around school and are quick to support a member of staff should they need it.



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JOB DESCRIPTION

Job Description:

JOB TITLE:	Year 7 Transition and SEMH Provision Lead
DEPARTMENT:	SEND
SALARY RANGE:	NJC 18 -25
RESPONSIBLE TO:	SENCO

Key Responsibilities

Curriculum and Provision

- Lead and coordinate a specialised Year 7 provision designed to support students with social, emotional and mental health (SEMH) needs, including those with identified SEND and those presenting with emerging needs.
- Support vulnerable Year 7 students to develop readiness for learning, positive engagement and successful transition into secondary education.
- Oversee day-to-day timetables, interventions, activities and personalised plans for students within the provision.
- Assess students' progress towards increased independence, curriculum engagement and participation in mainstream lessons.
- Act as the primary point of contact for families and maintain strong home-school communication.
- Conduct regular reviews of attendance, engagement, wellbeing and learning behaviours.

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JOB DESCRIPTION

- Plan and deliver structured intervention programmes, outdoor learning experiences, sport and outdoor learning activities where appropriate.
- Research, organise and lead enrichment visits, educational trips and community-based learning opportunities.

Pastoral and SEND Support

- Provide intensive pastoral support for Year 7 students experiencing barriers to learning associated with SEMH needs.
- Work collaboratively with the SENCO, pastoral teams, external agencies and families to ensure coordinated support.
- Support students to develop emotional regulation, resilience, self-esteem and positive relationships.
- Contribute to SEND review processes, EHCP provision and information gathering where required.

Other duties

- Model and promote the school's values, including ambition, within all aspects of the role.
- Collaborate effectively with teachers, Teaching Assistants, ELSAs, pastoral colleagues and the SENCO.
- Maintain accurate records, provision maps, progress reports and intervention documentation.
- Discharge safeguarding responsibilities at all times.
- Complete any other reasonable duties as directed by the line manager.

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JOB DESCRIPTION

Person Specification (Key Attributes)

- Experience working with students presenting with significant SEMH needs and barriers to learning.
- Understanding of Year 6 to Year 7 transition and strategies which support secondary readiness.
- Understanding of the Primary School Curriculum for Key Stage 2
- Experience of planning and leading trips, visits and preferably outdoor learning activities.
- Ability to build strong relationships whilst maintaining high expectations and clear boundaries.
- Excellent organisational skills and the ability to coordinate support across multiple professionals.
- A calm, resilient, nurturing and solution-focused approach.

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PERSON SEPCIFICATION

Person Specification:

Relevant Experience	Essential	Desireable
To have an understanding or experience of young people of secondary age, within a structured setting e.g. education/youth work etc.	X	
Experience of students with SEN.	X	
Well organised and has the capacity to lead and manage own workload to defined deadlines	X	
Experience of resolving conflict between people	X	
Ability to work under pressure	X	
Experience delivering primary age interventions either academically or pastorally		X
Administration, particularly in relation to recording information, maintenance of online tracking systems and completing correspondence.		X
Experience running an IP setting previously within a mainstream school or special school setting.		X

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PERSON SEPCIFICATION

Person Specification:

Education and Training		
Be sufficiently literate and numerate to be able to communicate effectively with students and parents/carers	X	
At least C or 4/5 grade in English and Maths at GCSE	X	
To be able to use Microsoft Office programmes	X	
Commitment to attend and complete appropriate training and CPD commensurate with the post.	X	
Special Skills and Knowledge		
Good oral communication skills.	X	
Perseverance in completing challenging tasks	X	
Knowledge of issues that might present barriers to learning and social inclusion.	X	
Ability to work effectively as part of a team and also on your own using initiative if required.	X	

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PERSON SEPCIFICATION

Person Specification:

Capacity to adapt strategies when required		x
Personal Skills and Qualities		
Puts the welfare of students at the heart of their work	x	
Positivity & a ‘can-do’ attitude	x	
Act in a professional, polite and courteous manner at all times	x	
Strong oral communication skills with a wide variety of audiences.	x	
Good interpersonal skills - ability to deal effectively with a wide range of people at all levels.	x	
Ability to form and sustain good working relationships with students including the ability to ‘start afresh’ daily.	x	
Strong written communication skills with a wide variety of audiences.		x

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PERSON SEPCIFICATION

Person Specification:

Discrete and sympathetic when dealing with sensitive and confidential matters.	X	
Flexible and able to adapt to change	X	
Calm and able to handle difficult situations.	X	
Can inspire and motivate others (staff & students) to deliver their full potential and achieve goals.	X	
Demonstrates honesty Model values of respect, resilience, integrity and compassion.	X	
Additional		
Willingness to undertake a variety of tasks in and out of the classroom as directed by line manager.	X	
Ability to assist wider staff with admin tasks.	X	
Commitment to equal opportunities.	X	
Flexible approach to working - the post may on occasion involve attending Bishops events/open days	X	

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PERSON SEPCIFICATION

Person Specification:

Equality and Diversity - demonstrate fairness and respect in managing own behaviour and the behaviour of others	X	