

**THE ARNEWOOD
SCHOOL**

Working Together - Shaping Tomorrow

Support Staff Recruitment Pack



*Thank you
Working together*



Information for Applicants

CONTENTS

Page 3 – Job Title
Page 4 – How to Apply
Page 5 – Post Details
Page 6 – Requirement Specification
Page 7 – General Information for Applicants



Welcome to The Arnewood School, an academy at the heart of its community. We serve a beautiful catchment between the sea and New Forest National Park. We aim to be a consistently high performing school serving the needs of all young people within our local community regardless of their background.

We continue to raise standards in all subject areas; we encourage diversity in teaching and scholarly learning across all subjects. We place great emphasis on a healthy balance between academic work and the all-round development of children. Ours is an academy with a strong commitment to very good pastoral care and a wide variety of curricular opportunities both cultural and sporting. The school is in part characterised by the wide range of trips and visits that create memorable learning experiences for students.

We recognise that words, pictures and statistics will only give you a hint of the warmth, ambition and commitment of our innovative learning community and we invite you to see us in action. I am very confident that a visit to The Arnewood School will justify your interest in the school as we continue on our improvement journey. At Arnewood we pride ourselves on our great international links to help develop a global mindset.

Job Title:

Pastoral Support – Assistant Year Head

Salary	Band D - Pro-rata £22,080 - £24,404 (Full Time Equivalent £25,628 - £28,326)
Employment	Permanent - 37 Hours per week 08:00 – 16:00 Mon – Thu and 08:00 -15:30 Friday including 30 min unpaid lunch. Term time only
Commencing	September 2024
Benefits	<ul style="list-style-type: none">• The Gryphon Trust awards national Local Government equivalent pay awards in full.• Contributions are made to the Local Government Pension Scheme (LGPS).• Extensive CPD programme based on mastery of skills.• School term working – generous school holidays.• Collegiate working environment.
Key Roles	<ul style="list-style-type: none">• To work closely with the Head of Year to achieve the best outcomes for students in the year group.• To monitor and accurately record daily attendance for students in the year group.• To support students and their families to attain high levels of attendance. This may include meetings with parents and outside agencies.• To be an active member of the On-Call Team, supporting students to demonstrate scholarly behaviour.• To provide emotional support and guidance for students in your year group. This may include 1:1 support or small group work.
Contractual	All post holders are expected to carry out the duties of a school-based employee in relation to safeguarding children, adherence to standards expected in public employment and compliance with the Academies Handbook.

How to Apply

Thank you for your interest in joining the team at The Arnewood School. We are part of The Gryphon Trust, a small trust with big ambitions serving the local community around New Milton and The New Forest in Hampshire.

The Arnewood School is a brilliant place to work. We are a staff who are committed to providing the best outcomes we can for children. We believe we make a difference to the lives of young people. We are also mutually supportive and have a lot of fun – working with children is a fantastic occupation. Our philosophy is underpinned by personal growth for students and staff alike.

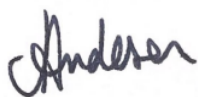
The information contained in this pack is designed to provide you with the key information you will require in applying for the post. However, if you have any questions or would like to arrange an informal visit, please telephone Lindsey Harper on 01425 625405 or email her at l.harper@arnewood.hants.sch.uk.

Please complete an application form. This can be downloaded online from the school website (www.arnewood.hants.sch.uk/vacancies). Emailed applications are welcome but for compliance purposes must be followed in the post by a hand signed hard copy.

The closing date for applications is 9am on Thursday 4th July 2024.

I look forward to receiving your application/

Yours sincerely



Mr Jamie Anderson
Headteacher



BACKGROUND: Post Details

The Arnewood School prides itself on the high levels of pastoral care and guidance offered to our young people. Our Year Leaders work closely with their team of tutors and the senior team to deliver high-quality pastoral care for all.

We are seeking to appoint an enthusiastic and highly motivated non-teaching Assistant Year Head, to join our pastoral team. You will be working with a Year Leader and team of tutors within a given year group. We are looking for an applicant who understands the emotional needs of young people and is able to work with them, their families and outside agencies in order to achieve the best possible academic outcomes.

You will be confident in dealing with a wide range of pastoral concerns and be able to adapt to the changing needs of the young people in our care. You will also demonstrate the ability to work with families and external agencies in a positive way. High attendance leads to high academic outcomes and you will be integral to ensuring attendance is both recorded and monitored accurately as well as working with young people and their families should attendance begin to fall.

The successful candidate will demonstrate: -

- they are passionate about supporting children and young people to achieve their best possible outcomes.
- they are caring, empathetic, and able to problem solve.
- they are experienced in working with children and young people.
- have a range of strategies to support the ever-changing needs of our students and their families.
- high expectations for students, whatever their background or starting point.

We offer: -

- well-considered professional development and a wide range of professional opportunities.
- a supportive, committed and experienced team of pastoral leaders.
- sound mentoring for all new staff from a stable and experienced senior team
- excellent accommodation and resources including an extensive library
- exemplary personnel practice including salary progression and pension contributions
- a work life balance that values individual happiness and fulfilment.

Requirement Specification

	Essential	Desirable
Qualifications	High standards of literacy and numeracy. Likely A Level or equivalent qualifications.	Training in supportive practices for children and young people. Safeguarding training completed.
Professional Characteristics	Recent training and/or experience of working with children and young people.	Experience of working with families as a whole and/or outside agencies.
Experience	Experience of working in a supportive role with children and young people.	Previous work with external agencies.
Skills & Abilities	An excellent team player with a strong desire to engage and support children and young people as they progress through the school.	Mental health training. Supportive practices, for example Thrive, ELSA, Drawing and Talking Therapy.
Personal Attributes	Cheerful, optimistic and hardworking disposition. An approachable member of staff who is able to work well with colleagues and build positive and effective relationships.	Ambitious for future career enhancement. Contributes to the community and/or engages in voluntary work.
Other Requirements	Willingness to take part in extracurricular activities. Committed to your own continuing professional development.	Willingness to contribute to wider school activities, for example, extra-curricular opportunities.

General Information for Applicants

The Arnewood School provides a high-quality education for students aged 11 to 19 years of age. The school was formally grant-maintained, then a foundation school and most recently an academy. School leaders established The Gryphon Trust which has two schools. Eaglewood School, The Arnewood School's partner, is an alternate provision school, recently built following our successful submission to establish a free-school. Despite our autonomy we are by instinct outward facing and always willing to work with others with similar values.

The school currently has approximately 950 students including 150 in the sixth form. The school has an excellent record of academic success albeit this is obscured in performance table as we are truly inclusive. We do not off-roll vulnerable children just to look good for OfSTED. Students, parents, staff and members of the wider community are justifiably proud of the school's success. Parents are overwhelmingly supportive of the school and its staff.

The school has excellent IT services and we offer all children the opportunity to participate in a low-cost tablet scheme to which many subscribe. Our embedded use of virtual learning meant that we found ourselves better placed than many to switch to remote schooling during the 2020/21 pandemic.

Our Aim

The school's aim is: -

To allow each student to fulfil their unique potential and make the world a better place through their informed choices and actions. We aim to inspire the next generation by equipping them with the skill, knowledge and attributes to be successful in their chosen future in work and leisure. We seek to build the aspirations of our students so they can become the best versions of themselves and view the world with excitement and opportunity.

This is captured in our mission statement: -

Working together; Shaping Tomorrow

Location

We serve a diverse catchment in New Milton. Children mostly join us from link primary schools but some travel from further afield. New Milton is a thriving town. Its high street has weathered the economy better than many. We have a mainline link to London and Weymouth. Geographically we enjoy the benefits of being equally close to The New Forest National Park and seaside. The town has excellent sporting and cultural amenities including many clubs and an arts centre. Housing, including rental property, is available in the town but many staff live Southampton or Bournemouth which are easily commutable.

Pastoral Care & SEN

Ours is an inclusive school. We are non-selective and see our role as giving all students, irrespective of their starting point, the best opportunity in life. All teachers play their part in the pastoral care of our students ably supported by specialist non-teachers with pastoral responsibility including pastoral assistance, medical welfare, attendance, safeguarding and inclusion. Tutors are allocated to tutor groups and in general progress with the same class as they mature through the school. Each year has a head of year.

Our SEND team is led by the school's SENDCO and the Learning Support Manager. We have a large team of learning support assistants work in classrooms to support teaching staff. Other staff lead small group work in learning support including language and numeracy intervention.

The Arnewood School Professional Culture

Our professional culture sets the tone for the way we interact with others.

- We are here for the children first – the “litmus test” for our decision-making is what is in the best interests of students, their families, and our community.
- We model the behaviour we expect from others including students.
- We praise and share the success of others above ourselves.
- We define problems and design possible solutions - we don't grumble and moan.
- In the face of adversity, we remember we are team players and colleagues will support us through good and bad.
- We are honest - we don't say one thing and think another.
- We only make commitments we intend to and are able to keep.
- We presume honourable motives.
- In conflict we talk directly and privately to the person with whom we share a problem - we don't gossip.
- We forgive and we move on.
- We give ourselves time to listen and think - we work hard and do not feel guilty if we take time for ourselves and friends and family.
- We teach with an “open door”.
- Our core business is teaching and learning – this is the priority.

Safeguarding and Child Protection Statement

In safeguarding children, we aim to: -

- provide an environment in which students feel safe, valued and respected
- allow students to feel confident, and know how to approach adults if they are in difficulties believing they will be heard
- inform all teaching and non-teaching staff of the need to safeguard all young people and of their responsibilities in identifying and reporting possible neglect or abuse

- provide a systematic means of monitoring students known, or thought to be at risk of harm and ensure we, as professionals, contribute to assessments of needs and support for those students
- develop and promote effective working relationships with other agencies, including children's social services and the police
- maintain a structured procedure within the school including visits and trips which will be followed by staff and the community when child protection is necessary.

All staff working within our school, who have substantial access to children, will be checked as to their suitability to work with young people. This will include, to give some examples, verification of their identity, qualifications, and a satisfactory DBS check. Details will be maintained in a single central record for audit purposes.

Equal Opportunities Statement

The Gryphon Trust and The Arnewood School values the diversity of our workforce and welcomes applications from the whole community irrespective of race, religion, sexual orientation or disability. Together we are stronger.

Working Together - Shaping Tomorrow

