

CARE
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ASSISTANT PROGRESS LEADER

Join Us

The Romsey School
Greatbridge
Romsey
Hampshire
SO51 8ZB

01794 512334
jobs@gatewaytrust.org
www.romsey.hants.sch.uk

#WEAREROMSEY

Key Information / GMAT

We have one role available.

The Assistant Progress Leader role is 37 hours a week, 40 weeks per year.

The Position

Post Title: Assistant Progress Leader

Academy: The Romsey School

Pay Range: Salary Scale D

Line Manager: Designated Progress Leaders

Team: Pastoral Leadership Team

Year Group: KS3 / KS4

Start Date: September 2023

Closes: Noon Friday, 16th June 23

Final Interview: Week beginning Monday 19th June 23

School Visit Contact HR to arrange

HR Administrator - Applications & Procedure

jobs@gatewaytrust.org

Hazel Hampton: 01794 517007

Kiran Landa: 01794 527084



www.gatewaymat.org

'If you have the knowledge, let others light their candles in it' - Margaret Fuller.

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of The Romsey School, Oakfield Academy and Romsey Community Services limited, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is a trust based on values underpinned by the 'common wealth' of working collaboratively to positively impact on young people and our communities. Whilst our Trust provides 'top cover', support, reassurance and guidance each of our schools is unique and serves its own community with autonomy, character and attention to detail. It is a trust focussed on its people...because it is the people that make a place.

A handwritten signature in black ink, appearing to read "Gwennan Harrison-Jones".

Gwennan Harrison-Jones
CEO- GMAT

A handwritten signature in black ink, appearing to read "Judith Houghton".

Judith Houghton
Board Chair - GMAT

Assistant Progress Leader

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The Romsey School

Greatbridge, Romsey
Hampshire
SO51 8ZB
Tel: 01794 512334
Email: jobs@gatewaytrust.org



11-16 Comprehensive School

Assistant Progress Leader/Student Support Worker

37 hours per week, 40 weeks a year

Salary D Scale £23,703- £26,401 (FTE) per annum

Actual Salary £20,794.82 - £23,161.80

Start date: September 2023

Permanent contract

We are looking to appoint a confident individual to support students at The Romsey School in achieving their full potential. You will be joining our experienced team of Assistant Progress Leaders.

We value students' mental health and wellbeing and understand that if they are to make strong academic progress, high quality pastoral care is essential. The students have been greatly impacted by the pandemic and the role of APL is more important than ever in ensuring our students feel safe and happy at school.

This is an opportunity for an experienced colleague or someone with the right skills set to make a real difference to the lives of the young people in our community. The successful candidate will be an integral part of our pastoral team, working closely with the Progress Leaders, SENCo, Senior Leadership Team, Student Support Centre (The Nest), and of course with our wonderful students. They will be available to help students navigate and deal with their problems as they arise. They will also be a key part of our strategic response to our ongoing pastoral priorities.

As such, they will have the opportunity to provide intervention strategies around attendance, behaviour management, mental health and wellbeing, positive self-image, dealing with trauma and restorative approaches.

The Romsey School is a wonderful place to work with many advantages such as the superb team of staff, friendly atmosphere and outstanding student behaviour.

Other benefits include:

- Access to the staff benefits programme which includes the 'cycle to work' scheme

Assistant Progress Leader

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- Generous Pension contributions
- 40 weeks per year contracts
- On-site, free staff car parking
- Access to and an Employee Discount to our on-site nursery, Little Sunlights
- Continuous professional development opportunities.

At the heart of The Romsey School is our mission for a lived experience of 'Compassionate Excellence', meaning that we aspire, care and include in all that we do. This set of values extends to everyone within our community and this includes staff as well as our students.

If you would like to work with us, then we look forward to hearing from you. For further details about the school visit our website.

Please see the school website www.romsey.hants.sch.uk for an application form. Applications on Romsey School forms, individual CV's not accepted.

The Gateway Multi-Academy is an equal opportunity employer and 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 including checks with past employers and Disclosure and Barring Service.

If you are interested in this position, please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.

Closing date: Noon, Friday 16th June 2023
Interviews: Week beginning Monday 19th June 2023

Job Description – Assistant Progress Leader

Area:	Student Support
Responsible to:	Designated Progress Leaders
Principal Purpose:	To assist progress leaders in the management and motivation of the designated year teams to secure high quality support for individuals and groups, and improved standards of learning and achievement for the pupils.

Principal Responsibilities:

Under the direction of, and as delegated by, the Progress Leader:

1. To deal with matters of pupil welfare and discipline, liaising with the tutors and subject teachers.
2. To provide guidance and support for specified pupils.
3. To deal with parental queries or problems with pupils, which are brought to his/her attention, interviewing pupils and/or parents as appropriate.
4. To liaise with subject teachers with regard to the performance of individual pupils to ensure pupil progress.
5. To help all members of the school community associated with the designated year groups to develop constructive working relationships.

Additional Specific Responsibilities:

Under the direction of, and as delegated by, the Progress Leader:

1. Relating to pupils
 - a) To assist tutors in working with pupils in 1:1 sessions following termly reports.
 - b) To assist in maintaining good discipline in the year group, adopting appropriate sanctions and liaising with the Progress Leader over breaches of discipline. To assist with pastoral detentions.
 - c) To keep detailed records of pupil behaviour and to prepare the necessary paperwork in the case of pupil exclusions and case conferences, keeping pupil record cards and files up to date and in good order.
 - d) To assist in the smooth introduction of new pupils to the school
 - e) To assist in year group assemblies.

- f) To use attitude data to identify pupils in need of additional action and/or support
- g) To assist in the monitoring and improvement of pupil attendance and punctuality across the year group.
- h) To assist in accounting for the year group in the event of emergency evacuation procedures.
- i) To liaise with tutors to provide participation in inter-house competitions.

2. Relating to Staff

- a) To maintain close liaison with tutors over contacts with parents, supporting where appropriate.
- b) To pass appropriate information to staff and ensure that confidential material is securely stored.
- c) To liaise with the Co-ordinators of Careers and PSHE to assist with vocational guidance of pupils as appropriate.
- d) To attend Pastoral Leadership Team meetings to discuss new policy or the implementation of policies.

3. Relating to Parents

- a) To meet with parents, and arrange individual interviews with parents, following monitoring and/or intervention as appropriate.
- b) To work with hard to reach parents to encourage them to attend parents' meetings and other events to support the progress and development of their child, and to increase the numbers of parents attending such events.

Additional Duties:

To carry out any additional responsibilities as may be required by the Headteacher.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

THE ROMSEY SCHOOL SENIOR TEAM

WHY WORK WITH US?

Annie Eagle (Headteacher)

Thank you for having an interest in coming to work at The Romsey School. Romsey School is a very special place. It is a place which prides itself on aspiration, on its exceptional Student Support, superb Teaching & Learning and on the highly effective relationships that we have across our community. Our culture is based on mutual respect and members of our community strive to be the best we can be every day. [This link](#) will give you more details about our school values and our curriculum intentions.



As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via jobs@gatewaytrust.org

Andy Marks (Deputy Headteacher)



As a member of the Senior Leadership Team at Romsey for 20 years I have greatly enjoyed my leadership role in the evolution of our school. Our students are diverse and wonderful, as are our colleagues who work hard to ensure that all students thrive.

Chris Stephens (Deputy Headteacher)

I really enjoy working at Romsey because I have always felt that the school provides “High Challenge in a Low Threat” environment and it stimulates growth. I also really enjoy working with our students. How happy they are to talk to us, laugh with us and work with us! Lastly, I have always valued the support given to me to enable me to pursue my Career Development.



Alison Clarke (Assistant Headteacher – Pupil Premium & Personal Development)



I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.

David Fawcett (Assistant Headteacher – Teaching & Learning)

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.





Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'aspire, care, include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

Adam Bettiss (Assistant Headteacher - Behaviour, Safeguarding and Attendance)

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



Nick Chafer (Senior Leader)

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved and we are all pushed to constantly ask ourselves if we could be doing things better.



The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.

N.B. The current senior team's roles and responsibilities are available on request.



Gwennan Harrison-Jones (CEO, The Gateway Trust)

I started as CEO at The Gateway Trust (0.6 fte) in September 2022, bringing with me 7 years of previous experience as Headteacher at Cams Hill School, Fareham where I remain on a 0.4fte basis as Executive Headteacher. I have thoroughly enjoyed getting to know the various settings within the Gateway Trust particularly working closely with Annie to get to know 'all things Romsey.'

Chris Nunn (Chief Operating Officer, The Gateway Trust)

I am proud to be a part of The Romsey School Senior Leadership Team. I am thrilled to be involved in the growth of the school as a whole and for all the exciting things to come. There is a real sense of community here, where people are made to feel supported and encouraged.



Judith Houghton (Chair Board of Trustees, GMAT)

On behalf of the Gateway Trust, I'd like to add my thanks for your interest in this role. Our Trust is small at the moment - 1 secondary school, 1 primary school and a community arm - but we have plans for growth and this will include further leadership opportunities within the trust in the future. We have a proven track record of excellent staff development and of tailoring roles and responsibilities around staff, so please do get in touch to find out more.

EXTRA APPLICATION INFORMATION

Safer Recruitment

Gateway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Data Protection Data Protection Act 1998.

You should be aware that the information you have provided will be stored on GMAT/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on jobs@gatewaytrust.org

Selection Procedure

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants are requested to complete a Confidential Equality monitoring form.

The Romsey Charter

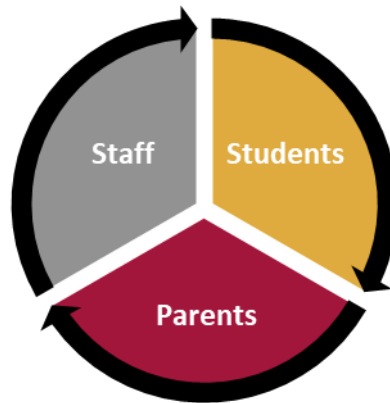
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff