



BASE ACADEMIC COORDINATOR - Fixed Term 1 Year

PAY SCALE: Starting at NJC scale 4, point 7 - 10 (actual gross: £27,085.69, Term Time Only FTE: £30,987)

Required Start Date: As soon as possible

Thank you for your enquiry about the post of Base Academic Coordinator at Dunraven School. The school's aim is "Excellence for All" and the governors wish to appoint a candidate of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic co-educational school and keen to share in the leadership of our All Through Provision.

DUNRAVEN SCHOOL OVERVIEW

Dunraven School's results are strong, remaining well above national averages and representing positive 'value-added'. Recognition of its marked progress has been significant and its journey as a school is important to us. For example:

- In February 2011 we were designated as both a National Support School and a Leading Edge School
- In August 2011 we converted to Academy status
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013
- In summer 2013 our £20 million BSF programme was completed
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.
- In September 2018, our Multi Academy Trust was formally set up with the integration of Van Gogh Primary, followed by Goldfinch Primary school in January 2019 and The Elmgreen Secondary School and Rosendale Primary in September 2021.
- In April 2023 we were judged as Good with Outstanding Features (Sixth Form and Personal Development) by Ofsted.

If you are successful in your application, you will share in the leadership and management of a staff who are hardworking, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers (SSAT, Teaching Leaders, Future Leaders, NPQs);
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners (National Support School, National Teaching School);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

We look forward to receiving your application.

The closing date for receipt of applications is 27 April 2025
Early application is advised and we reserve the right to close early.
Interviews may be scheduled on a rolling basis.



BASE ACADEMIC COORDINATOR

Reporting to the Base Academic Manager, the role is responsible for providing academic and behavioural support to the Base, working with a range of students and staff and ensuring that there is a high level of inclusion for all students including those with SEND, Social and Emotional difficulties. The role will include for the provision of Base support, one-to-one support and/or small group work and helping identified students achieve their potential and access a personalised curriculum to the fullest extent by overcoming barriers to learning, both inside and outside school. The Academic Coordinator would be responsible to the Base Manager and ensure that information is passed on and shared regularly.

The post demands skills of proven positive multidisciplinary working with teachers, families/carers and external professionals. The expected standards of The Base and collaboration within SED demand very effective organisational and planning skills as well as exceptional rapport, flair and creativity in the role of Academic Coordinator.

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge meet the requirements for the post.

QUALIFICATIONS:

A degree level qualification or suitable equivalent education and experience is essential

REPORTING TO:

The Base Manager

RESPONSIBLE FOR:

Progress, conduct and wellbeing of students in the Base, in liaison with inclusion and whole school curriculum, contribution to Dunraven Inclusion Strategy.

LIAISING WITH:

Headteacher/Deputy, Assistant Headteacher and Inclusion lead, teaching/support staff, LA representatives, external agencies and parents.

WORKING TIME:

Term Time. Full-Time Hours.

SALARY/GRADE:

Starting at NJC scale point 7. Actual Gross Salary; £27,085.69; Term Time Only FTE £30,987

START DATE:

As soon as possible

DISCLOSURE LEVEL:

Enhanced with barred list check



MAIN (CORE) DUTIES

GENERAL:

- To plan, guide and execute programmes to individual students and/or groups of students
- To liaise with identified students' teachers, DOLYs and LSAs to consider ways of providing support and to get information from them to help support sessions, and to identify areas for development.
- To liaise with families, carers, other appropriate outside agencies and provisions regarding individual students, their progress and any necessary adjustments.
- To provide regular, detailed, specific reports on progress and targets (for both school staff, outside agencies, families/carers and students when required).
- Liaise with Year Teams/ SEND Department to establish the needs of the student
- To liaise with the Base Manager to ensure that there is adequate supervision of the Base at all times.
- To work with individual students or small groups of students to deliver an agreed programme devised by the Base Manager
- To enable the students to successfully undertake their studies
- To take a proactive role in promoting positive behaviour by students, adopt a consistent approach in dealing with student discipline in accordance with School policy and advise academic and/or senior staff of any issues relating to student discipline
- To set a positive example in attitude, work ethic and personal presentation for students
- To support the Base Manager in the delivery of learning programmes
- To provide support in the form of note-taking, one-to-one guidance or specific skills improvement as required, e.g. record keeping books.
- To work in partnership with teaching staff to support student learning and curriculum delivery
- To report regularly to the academic staff on student progress for parents' evenings and progress reports
- To accompany the Base Manager on residential and non-residential visits with a flexible approach to directed time when required
- To use directed time to attend departmental meetings to keep up to date with the curriculum offer and new exam requirements, or enrichment activities for Base students.
- To undertake training as required and visits to other organisations to support the development of best practice
- To take the role of Co-tutor to the Base tutor group

SKILLS AND EXPERIENCE:

- Experience of teaching or supervising classes or groups of children and/or young people
- Skills and strategies for the supervision and support of staff and students
- Proven ability to build effective, respectful relationships with young people.
- Knowledge and understanding of management, administration and planning.
- Effective written and verbal communication skills
- An understanding of and commitment to whole-school issues in a co-educational, all through school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school
- Appropriate interpersonal skills and the ability to work effectively as a team member and to take the initiative
- Strategies for implementing policies leading to equality of opportunity
- Strategies for effective behaviour management
- Experience of working with hard to reach families would be desirable

KNOWLEDGE:

- Knowledge of Children Act, child protection procedures, safeguarding issues and the SEN code of practice
- Knowledge of ICT systems and applications



OTHER:

- Commitment to equality of opportunity
- Willingness to be fully involved in the life of the school
- Flexible approach
- Willingness to undertake professional development
- A good sense of humour
- Energy and enthusiasm
- An understanding of trauma informed practice is desirable

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

EQUAL OPPORTUNITIES

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

SAFEGUARDING

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

HEALTH AND SAFETY

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school. Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

DATA PROTECTION

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

SAFER RECRUITMENT STATEMENT

Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.

Please note: Dunraven is a non-smoking and non-vaping environment.