



Coordinator for Children
Looked After (CLA) &
Vulnerable Children





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 Fax: (01482) 346817
Email: info@kelvinhall.net Twitter: @kelvinhall_hull www.kelvinhall.net
Executive Headteacher (Thrive Trust): Mr P Cavanagh
Head of School: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy and Mr J Shaw

Welcome letter from the Executive Headteacher and Head of School

Dear Applicant,

Thank you for enquiring about the position of Coordinator for Children Looked After (CLA) and Vulnerable Children at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue to move forward with our period of growth over the next 18 months.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. In September 2023 we will have approximately 1645 pupils on roll with a year 7 intake of 330 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Head of School, Mr Chris Leng**; info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

Pat Cavanagh
Executive Headteacher and
Trust Secondary Development Lead

Chris Leng
Head of School



Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1590 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 9 schools.

We are proud to be working in partnership with Newland School for Girls in the secondary Trust.



Senior Leadership Team



**Executive
Headteacher and
School Development
Lead (Secondary)**

Mr Cavanagh

Head of School



Mr Leng
Head of School

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL

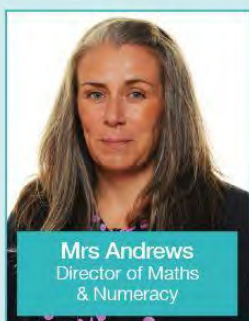


Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



Mrs Andrews
Director of Maths
& Numeracy



Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



Mr Suddaby
Director of Culture
& Behaviour



Mrs Keddy
Senior Director of
Teaching & Learning



Miss Mills
Director of English
& Literacy



Mrs Russell
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology



**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



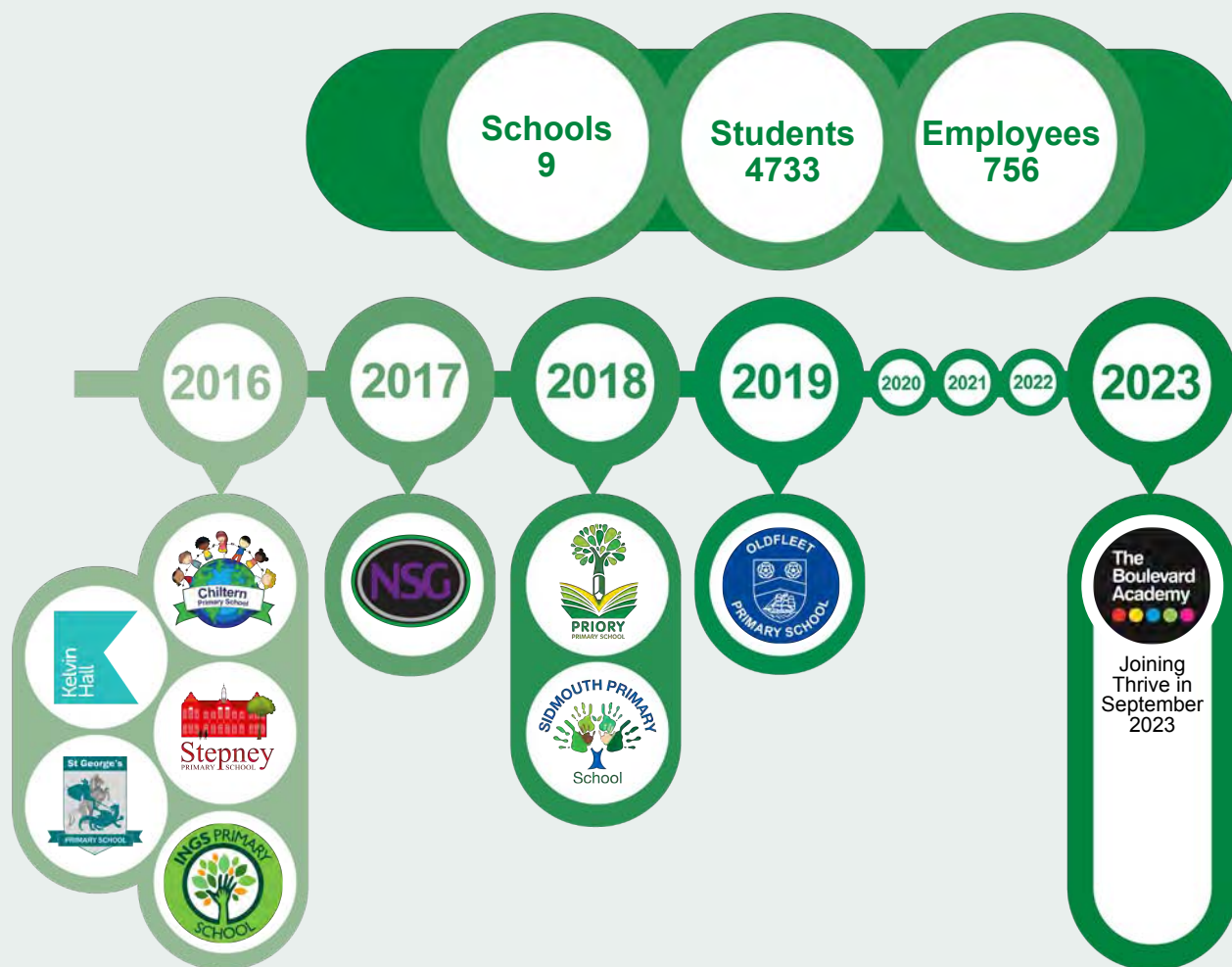
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



Our Journey so far...

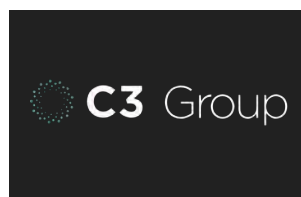


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Coordinator for Children Looked After (CLA) and Vulnerable Children
Grade 7, Scp 20 - 24 (£27,726- £30,222 actual salary)
37 hours per week, term time plus 10 days
Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm (30 minutes unpaid lunch break)
Permanent

Kelvin Hall School is part of Thrive Co-operative Learning Trust which was formed in September 2016 and is now responsible for 9 schools across Hull, 2 secondary and 7 primary schools. We are committed to ensure that all of our schools have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

Kelvin Hall School is looking for a committed practitioner to support, develop and implement our strategies for working with students and families to overcome barriers to learning. We are looking for someone who believes in building strong relationships with students and families and is willing to go the extra mile to support them in being successful both in and outside of school.

The role is to assist in leading and managing the provision for children looked after/previously looked after and vulnerable children within the school. The successful candidate will establish themselves as the first point of contact for carers and other relevant parties in relation to the appropriate students and track their ongoing progress. Previous experience in supporting at-risk or vulnerable students, and experience and understanding of teenage children would be advantageous for this role. This position will require the ability to work effectively on complex situations, showing initiative. For more details about the role please see the job description.

The role requires the successful candidate to liaise closely with the Pastoral Year Leader, Assistant Headteacher, Designated Safeguarding Lead, pupils, parents, pastoral and academic staff and Year 6 primary school staff supporting effective transition from primary to secondary school. This is a varied role working closely with students, as well as the wider school staff adhering to the school's behaviour procedures and policies to promote the welfare and protection of all students attending the school.

This is a fantastic opportunity to join a forward-thinking School which is committed to academic excellence; continual development of staff; and innovative teaching and learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing date: Monday 12th June, 3:15pm
Interviews: TBC

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education \(2022\)](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Coordinator for children looked after (CLA) and vulnerable children
Grade	7
Location	Kelvin Hall School
Reporting to	AHT Inclusion - Jayne Graham

Purpose of Role

To assist in leading and managing the provision of Children Looked after (CLA) / Vulnerable children within the school through effective use of resources and progress for all pupils. To assist the AHT for Inclusion with the coordination and oversight of the support of students on the CLA register. Under the guidance of the Assistant Headteacher and, where appropriate the SENCO, and in collaboration with other members of staff, to provide support and intervention strategies in order to meet the pastoral and learning needs of additional vulnerable identified students at Kelvin Hall School across both Key Stages where appropriate. To be responsible for the coordination of a range of programmes for identified cohorts ensuring that progress and support for all identified pupils is effective and successful.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Focus on providing targeted support to students between 11-16 on the CLA register.
3. Support vulnerable students between 11-16 and transition when and where appropriate.
4. To have a duty to keep young people safe and protect them from harm, and to take reasonable steps to ensure the safety and wellbeing of students, referring to the Safeguarding Lead/Pastoral Year Leader when required.
5. To plan and deliver appropriate strategies and approaches to support and assist students achieve their identified goals/targets.
6. To motivate and encourage students, and help them to develop their self-esteem and confidence and interact with others and school life.
7. To work in a collaborative way with internal staff and external agencies (when required), ensuring a consistent approach to interventions.
8. To respond in a proactive way to the wellbeing of students, before requiring higher tier interventions.
9. Work with Key agencies, including the Hull CC Virtual School and alternative education providers in further supporting the needs of students when higher intervention and professional help is needed.
10. To be responsible for, and manage a caseload of students, identifying the level of need and targeted support those students require.
11. To maintain accurate records of all interventions strategies and meetings with students, parents/carers and other agencies, and to complete referral forms for where appropriate.
12. To actively engage in group supervision, applying a systemic approach to cases.
13. To deliver targeted group work with CLA/Vulnerable students, providing solution focused, specific interventions.
14. To work on a 1:1 basis with students with identified needs where appropriate.
15. To provide a drop-in service for students at specific times throughout the week to support with low level immediate interventions.
16. To support during staff development days, sharing expertise and upskilling current staff.
17. To develop areas of expertise and ensure that knowledge and skills are up to date on best practice.

1. Work alongside the student support team and teachers during the school social times to provide supervision of students and support where necessary.
2. Working with the AHT and other staff to write Individual Education Plans.
3. To be responsible for any relevant administration including referrals and reports to external agencies.
4. To be part of the transition team to support staff and students with Year 6 transition.
5. Support Year 11 CLA /Vulnerable students with achieving post 16 destinations.
6. To attend conferences when required.
7. Attend all staff briefings.
8. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
9. Manage your own workload and that of others to ensure a work/life balance.
10. To carry out any other reasonable duties as directed by the DHT/HOS.
11. Undertake any professional development as identified, maintaining up to date knowledge by attending relevant updates with regard to Looked after children.
12. To support Year 7 pastoral staff during Summer and following Autumn terms to ensure smooth transition of Year 7, including primary school visits.
13. To support families and pupils in the transition process.
14. To support the transition team, led by the DHT with responsibility for transition.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Appropriate Level 3 Qualification OR relevant and significant experience working with children and young people	✓		AF, Q
	Experience of working across the school phases		✓	
	GCSE Grade C/4 (or equivalent) in Maths and English	✓		
Relevant Experience	Experience of working with young people or young adults and experience of supporting pupils	✓		AF, I
	Working with multi agencies		✓	
	Experience and achievement in the relevant field reflected in JD	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work strategically in a creative way, showing flexibility in unplanned situations	✓		
	Be aware/develop an awareness of the distinctive school context and its impact on school performance.	✓		
	Ability to work both on your own initiative and as part of the wider school team. Work effectively on complex situations, use their initiative and evaluate their own and others practice.	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Working knowledge of external agencies and support pathways		✓	
	An understanding of the various barriers to learning, particularly, vulnerable children,	✓		
	Knowledge of strategies to engage learners resulting in improved commitment to learning and achievement of learning targets.	✓		

		E	D	How Identified
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Persuasion and coaching skills to encourage pupils and others to work positively for the benefit of the learners	✓		
	The ability to deliver sessions to school staff on the needs of CLA students		✓	
	Ability to present information confidently to colleagues.	✓		
	High level of ability to communicate accurately in writing with a range of people.	✓		
	Excellent IT, Interpersonal and communication skills	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to jobs@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing Date: Monday 12th June, 03:15pm

Interview Date: TBC