



Job Application Pack
Early Help Support Lead

Permanent, Full time, All Year Round

Salary: Grade 7, points 12-19, £26,421 - £29,777 per annum

Welcome from the CEO

Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.



I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of School's.



S. Hampton

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About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

We believe

- That a Christian ethos underpins and informs all that we do.
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement.
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community.
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation in life.
- That the family of academies within the Trust, working together, will secure continuity and progression for all.
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage.
- That, through its structures and work, the Trust can create and support effective Governance for all members.
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be support with their development needs and economies of scale achieved.



Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance
Nottingham**

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



The Long Eaton School

The Long Eaton School with 1103 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



Alvaston Moor Academy

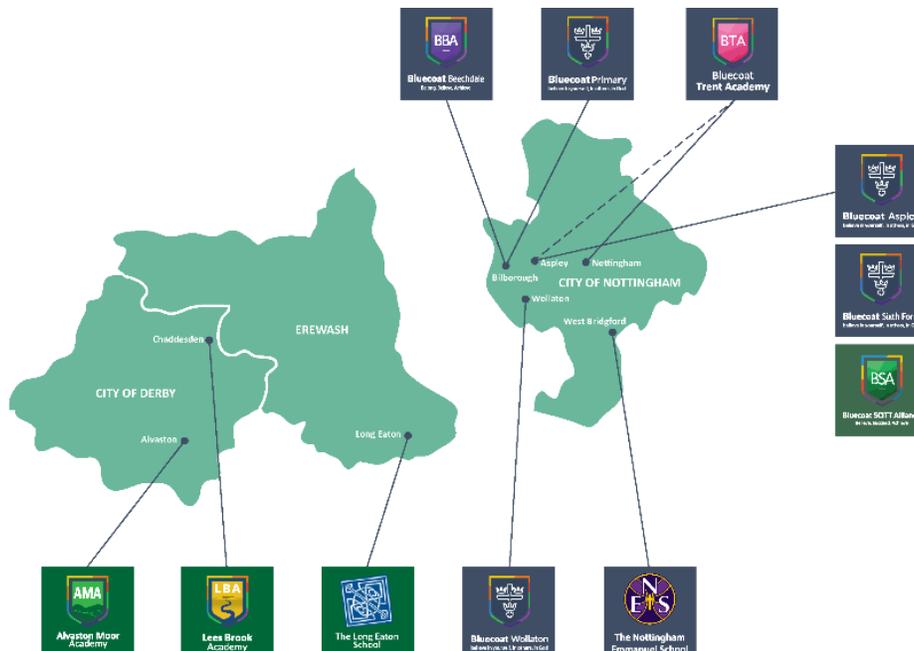
Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

School Locations



Welcome from the Principal, Mr Mark Shipman

Thank you very much for your interest in the role at The Long Eaton School. The school itself is a vibrant place to work and learn. We expect everyone to be the best they can and are supported to achieve this through our values – respect, ambition, academic excellence and the importance of community.

I am extremely proud to be Principal at The Long Eaton School. Our students are wonderful young people, keen to learn. Our staff are hardworking, professional individuals who are committed to the community we serve. The togetherness of students and staff is what makes our school a special place to work. Relationships between staff and students are extremely strong. There is also a close knit and supportive staff team ethic.



Our school is part of The Archway Learning Trust which is an organisation serving Primary and Secondary Academies. As a group of schools we believe in the power of education to transform lives, and are committed to ensuring that all students excel academically, can positively contribute to their community, and are supported in their wider well-being. These values influence every decision taken for staff, for students and our community.

Archway Trust, and Academies within the trust, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join The Long Eaton School, you will be inducted, supported and developed in a deliberate way from before you even take up post.

Above everything we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide an experience that enables them to achieve as well as they can and prepare them for the next stages of their education and life. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the absolute best with your application and thank you for taking the time to consider The Long Eaton School as a place of employment.



The Vacancy

The Trust is seeking self-motivated and passionate candidates who can fulfil the role of Early Help Lead at Archway Learning Trust, for The Long Eaton School.

The post holder will be responsible for the management of Early Help and wellbeing of students across the School through developing and maintaining collaborative relationships across the School, Trust and with external agencies, ensuring compliance with safeguarding legislation and policies.

The post holder will work to identify the needs and contribute to the development and delivery of high quality and effective work with children, young people and their families. The will facilitate and maximise the opportunities for their personal, social and educational development. The post holder will be the lead professional, working to ensure that children and young people are kept safe and protected from harm. They will act as their educational advocate and mediator when conflict arises with school. The post holder will encourage and persuade parents and carers to secure high levels of school attendance and be prepared to challenge parents who neglect their duty in ensuring their child / young person attends school every day.

The Early Help Lead will ensure that vulnerable children and young people and those with a disability are identified and supported, so they can aim to achieve stability, safety and permanence, enabling them to thrive within their community and in education. The post holder will persuade, empower and motivate families to engage and overcome barriers to change, which may involve managing and overcoming challenging behaviour from family members.

We would be delighted to hear from enthusiastic and committed colleagues looking for the opportunity to help shape the learning experiences of our students in order to meet and beat their potential. The most important attributes we are looking for are a can-do attitude and the desire to be part of a team!

Collaboration and CPL are of high importance within the Trust therefore a robust programme of CPL will be provided to enable our staff to reach their potential.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at the Trust's The Long Eaton School but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

Applications

For more information about The Long Eaton School and the vacancy, please visit <http://www.longeaton.derbyshire.sch.uk/>

To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.



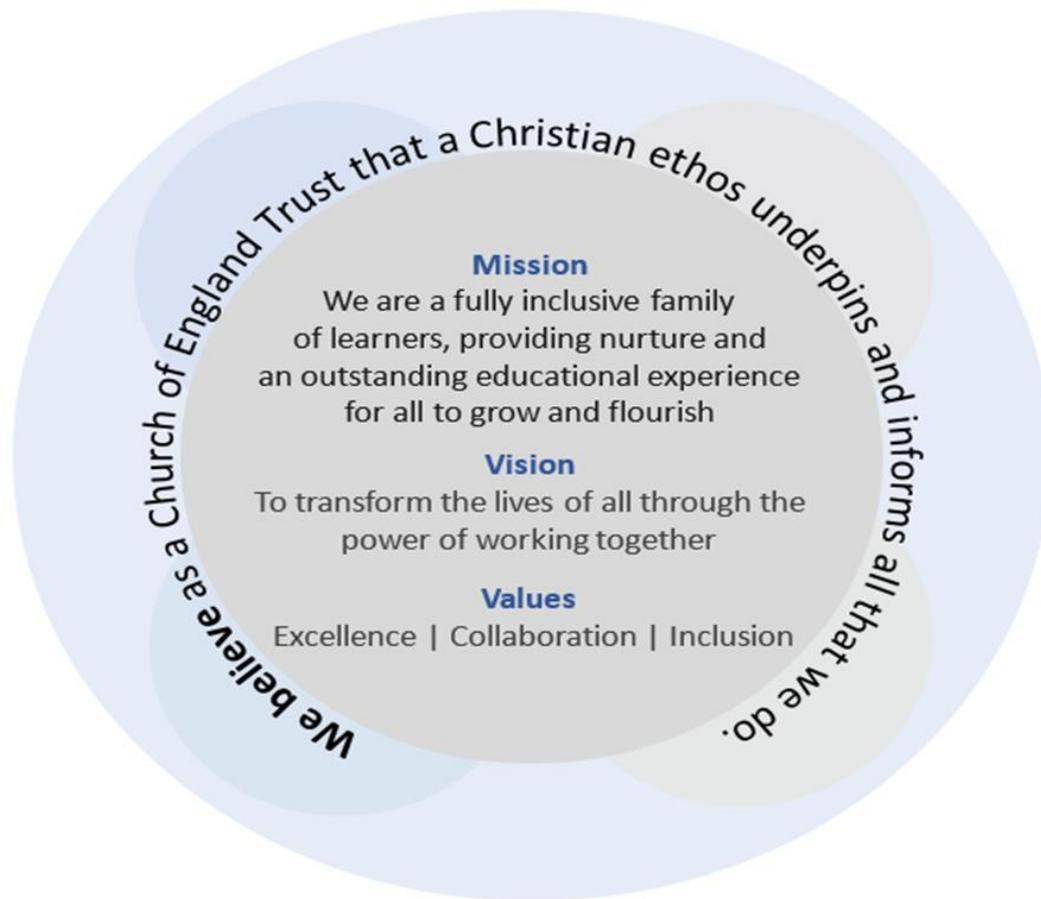
Closing Date: 9am, Monday 19th August 2024

Interview Date: Week Commencing 9th September 2024

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Job Description

POST TITLE: Early Help Lead

GRADE: 7

RESPONSIBLE TO: ASSISTANT PRINCIPAL FOR INCLUSION

JOB PURPOSE

Responsible for the management of Early Help and wellbeing of students across the School through developing and maintaining collaborative relationships across the School, Trust and with external agencies, ensuring compliance with safeguarding legislation and policies.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and School Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
10. Plan and manage own workload

SPECIFIC RESPONSIBILITIES

- Where pupils join the academy at the start of an academic year or a mid-year admission, the EHL, under the direction of the DSL and TSL will oversee the transfer of safeguarding information for their previous educational setting (if they have one) and ensure that the summary chronology is distilled from the main file and uploaded onto the electronic safeguarding system.
- Identify and highlight students with Emerging Needs / Safeguarding concerns.
- Where children leave the academy the EHL (working with the safeguarding team) will ensure their child protection file is transferred to the new school or college as soon as

possible (within 5 working days). This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt

- Support TSL with triaging CPOMS Incidents – Child Protection – Targeted Support Lead; Emerging Needs (EHL); pastoral – Head of Year
- Support students with Emerging needs
- Complete Early Help Assessments and arrange and facilitate TAF meetings
- Signpost families to relevant and appropriate external support
- Complete referrals to external agencies and follow up.
- Update the vulnerable list termly and upload to CPOMS
- Liaise with external agencies who are providing support to students
- Carry out safe and well checks and home visits for safeguarding as and when required.
- Develop and maintain strong relationships with external agencies to ensure appropriate and effective responses for our students.
- Ensure detailed, accurate and secure written records of concerns and referrals are kept and maintained as appropriate using the school's safeguarding management system.
- Ensure that student records meet GDPR requirements.
- Maintain up-to-date knowledge in relation to national changes to legislation and guidance, particularly Keeping Children Safe in Education and The Children Act 1989.
- Engage with students and their families to ensure safeguarding needs are addressed
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- Provide expert guidance and support to staff on safeguarding matters.
- Refer concerns to the police and/or other relevant external agencies including Channel, Prevent
- Attend and contribute to strategy discussions and multi-agency meetings to contribute to the assessment of students.
- Ensure all concerns are referred to the appropriate body as required, including social care and the police.
- Ensure detailed, accurate and secure written records of concerns and referrals are kept and maintained as appropriate using the school's safeguarding management system.
- Maintain up-to-date knowledge in relation to national changes to legislation and guidance, particularly Keeping Children Safe in Education and The Children Act 1989.
- Engage with students and their families to ensure safeguarding needs are addressed
- Deputise in the absence of the Deputy Designated Safeguarding Lead.
- To provide support, guidance and advice to parents, carers and school, on matters relating to emotional health, welfare and well-being.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.

- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – Early Help Lead		
	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
Previous experience of working within an educational setting	*	
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Experience of teaching, counselling, youth work, careers, social service or human resources	*	
Commitment to keep self-up to date with pertinent information and local initiatives	*	
Knowledge of SEN, EAL		*
A good knowledge of the local community of the school		*
SKILLS & ABILITIES		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
Excellent interpersonal skills with the ability to communicate effectively to a range of audiences	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers, often those with challenging social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's learning needs	*	
The ability to keep accurate records within the parameters of GDPR legislation	*	
Current knowledge of legislation relating to safeguarding	*	
Be confident and capable of challenging external agencies to ensure the best interests of the child are paramount.	*	
Deal with difficult situations and/or individuals in a calm, fair but effective manner	*	
Prioritise workload and work to deadlines	*	
PERSONAL CHARACTERISTICS		
Confidence and independence to work using own initiative to solve unexpected or new problems in a methodical, efficient manner seeking support and assistance where appropriate	*	

Competence in the skills of networking, counselling, facilitating and developing others	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding school roles and responsibilities and your own position within these	*	
Builds and maintain effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills, so that the neither of the two main aspects of the role are neglected	*	
Commitment to Equal Opportunities	*	
Suitability to work with children – an Enhanced DBS check will be undertaken on appointment	*	
Excellent communication, listening and observation skills	*	