



Woodrush High School

An Academy for Students Aged 11-18



Applicant Job Pack

Engagement Leader
(Academic Support &
Interventions)

Woodrush High School
An Academy for Students Aged 11-18



INSPIRE

ACHIEVE

CELEBRATE

Job Description

Engagement Leader with a focus on Academic Support & Interventions

Full time – 37 hours, 5 Days per week (8:15am to 4:15pm)

Term Time only post plus 25 days (inc. five INSET Days & four August GCSE/A Level Results Days)

Salary: SCP 23-25 (FTE £28,796 to £30,581 per annum) (subject to NJC pay award TBC)

We are seeking to appoint an engagement leader with a focus on academic support and Interventions who will work alongside the inclusion/pastoral team to establish, maintain and monitor high standards in line with school culture, ethos and aspirations of students.

The role will include:

- To maintain school culture, ethos and aspirations across whole school with focus on specific key stages/year group.
- Monitor uniform, punctuality and attendance across the key stages/ year group on a weekly basis ensuring that both remain at the highest possible level.
- Oversee and monitor students behaviour, attitude to learning and conduct around school across specific key stage/ year group.
- Oversee any pastoral care, support and guidance offered to remove barriers to attending lessons.
- Be part of the Alternative Curriculum team, offering a range of academic support and interventions to support students with barriers to learning including SEMH, attendance, behaviour.

We are looking for a person who has:

- Experience of working with young people and their families within an education, health and social care setting or relatable youth work.
- Ability to offer support and interventions to students with barriers to their learning.
- Ability to use data effectively
- Excellent communicate, presentation and interpersonal skills
- Ability to work to deadline, using your own initiative and able to work collaborative as part of a team

We can offer you:

- Local Government pension scheme.
- Excellent training opportunities.
- Subsidised on site gym memberships.
- An opportunity to work in a continuing developing school.

Situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire (only 5 minutes from Junction 3 of the M42), Woodrush High School is an over-subscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. We have both a Youth & Community Hub and a Training Consortium on site. The latter deliver training to trainee, new and experienced teachers and school professionals and manages our school to school engagement. We are proud to be an evidence-informed, outward-facing and well-connected school who are committed to excellence through endeavour.

To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Closing date is 9am on Monday 2nd October 2023. Interviews to take place shortly after closing date.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role



INSPIRE

ACHIEVE

CELEBRATE

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy.

Woodrush High School is an extremely popular and over-subscribed Academy for 11 to 18-year olds, committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve. We are proud to be a designated Training School and are recognised as a National Support school.

Woodrush staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional and career development for all our staff, reflected in our continual professional development and learning opportunities. Teaching and learning practice is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to be inspired, achieve and be celebrated for their success and aptitude.

Our recent Ofsted inspection, December 2018, categorised Woodrush as a 'Good' school with 'Outstanding' Leadership & Management and Personal Development, Behaviour & Welfare.

The inspection acknowledged how:

- *'Pupils achieve well because of strong teaching and the exceptional support and care they receive.'*
- *'Pupils' behaviour is excellent. They are courteous, friendly and routinely regulate their own behaviour. Pupils have very high expectations of each other's behaviour.'*
- *'Parents, staff and pupils are unanimous in their praise for the excellent pastoral care provided to pupils, which includes a strong focus on mental health and wellbeing.'*
- *'The leadership of teaching, learning, and assessment is highly effective.'*
- *'Staff are unanimous in their praise for the many training and professional development opportunities afforded to them.'*
- *'Middle leaders form a dedicated and highly focused group of professionals. They are consistent in their messages and drive for excellence.'*
- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.'*

Of all our achievements, we are most proud of our students: their enthusiasm, inquiring minds, eagerness to learn and willingness to contribute to the various opportunities that life at Woodrush offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at Woodrush.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Kind Regards

Mr J Barber
Headteacher



INSPIRE

ACHIEVE

CELEBRATE

About Our School

Woodrush High School is a mixed, comprehensive school of approximately 1000 students aged 11 to 18, including the Sixth Form of nearly 100 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham city boundary.

Our reputation and record of success make us a highly attractive place for families to enroll their child[ren]. We are a heavily oversubscribed school, with the majority of students residing in south Birmingham, Worcestershire, and Solihull. The school, which was opened in 1958, enjoys an excellent reputation locally and was designated a Training School by the National College for Teaching and Leadership in 2014.

A high proportion of our students achieve examination results at GCSE and Post-16 above national averages and our cohorts have an excellent record of progression into employment, training and Further Higher Education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within the school. We have a wealth of clubs and sports teams and a broad range of educational visits, residential, productions, and performances run across the academic year that enriches the curriculum and life for students at Woodrush.



Our curriculum is dynamic and engaging, leading to a broad range of valued qualifications responsive to local and regional employment and training opportunities. At both KS4 and KS5, students receive a curriculum and pastoral support matched to their strengths, needs, and aspirations. The Special Educational Needs department is particularly strong and offers considerable support to a number of students throughout the school.

Woodrush has high-quality facilities for sports in the school and Community Hub, which is also open to the community; as well as designated facilities for our Training School, Library, and Sixth Form. Our sports facilities include an all-weather floodlit artificial pitch which is also open to the public during evenings and weekends via the sports centre.



INSPIRE

ACHIEVE

CELEBRATE



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11.

Students are encouraged to achieve the highest possible standards of which they are capable, and we have an agreed Code of Conduct and students are expected to, and do, behave well.

We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity. Parents and Carers are very supportive of the staff and school at large and the school has maintained an excellent reputation for creating high standards of achievement and behaviour. Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve to improve our students' chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush, we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful school and Training consortium
- Our interactive and inspiring weekly CPDL training sessions
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- On-site gym with subsidised membership
- On-site café and library



Job Description

JOB TITLE:	Engagement Leader (Academic Support & Interventions)
GRADE:	SCP 23 – 25 (FTE £28,796 to £30,581 per annum) (subject to NJC pay award, % TBC, back dated to April 2023)
RESPONSIBLE TO:	Deputy Head of inclusion, culture and ethos
Hours:	5 days a week 8.15am to 4.15pm 37 Hours Monday to Friday Term Time only post plus 25 days (including five INSET Days & four August GCSE/A level Results Days)

Role Description

- To establish, maintain and monitor school culture, ethos and aspirations across whole school with focus on specific key stages.
- To be part of the Alternative Curriculum team, offering a range of academic support and interventions to support students with barriers to learning including SEMH, attendance, behaviour and well-being.

Main Duties:

- Oversee and monitor students conduct around school across key stages. In consultation with inclusion and senior leadership team, decide upon appropriate intervention and sanctions to address any behavioural concerns.
- Oversee any pastoral care, support and guidance offered to remove barriers to attending lessons and school.
- Be responsible for creating a positive climate for learning environment both in classrooms and in corridors.
- Monitor student's uniform on a daily basis ensuring that high standards are consistent across key stages.
- Monitor punctuality and attendance across the key stages on a weekly basis ensuring that both remain at the highest possible level.
- To liaise with the school attendance officer and form tutors regarding individual students in the year group whose punctuality and attendance are a concern. To give directives to form tutors in terms of the appropriate intervention required.
- Support in year admissions including managed moves for any students joining different year groups part way through the academic year. To consult with the relevant members of staff that oversee admissions, timetabling and setting for specific subjects. To closely monitor the 'settling in' of new students and conduct any review meetings as required.

**Duties**

- To attend weekly line management meetings with the Lead Head of Year/or senior leadership team.
- Where necessary, attend Year group meetings to contribute to whole school approaches
- To build positive relationships with parents and carers which contribute to student success
- To work alongside other staff in supporting students as appropriate.
- To carry out duties around the school site at break times and lunchtimes to ensure that all students are well cared for and supervised
- Support onsite arrangements for Vaccinations.

Additional Duties for Student engagement lead:

- To be part of Alternative Curriculum team and deliver interventions and support programmes to small groups of students with a focus on academic, behaviour, SEMH or attendance.
- Liaise with Alternative Curriculum coordinator and lead head of year and co-ordinate work to support students who are working in alternative curriculum.
- Run academic interventions and support programmes for students in Alternative Curriculum.
- Support students with reintegration plans from Alternative curriculum to mainstream lessons.

Other Duties:

- Work collaboratively with inclusion Team including Alternative Curriculum co-ordinator, Head of Year, student engagement team and student welfare team in all aspects of their role.
- Have an overview of any pastoral care, support and guidance offered to every student in year group/key stage/alternative curriculum including interventions, SEND Student Support, Safeguarding and any external agencies
- Attend weekly pastoral meetings with Key Stage/ Year group pastoral team/ LHOY
- Communicate with parents/carers regarding achievement, behaviour and attitudes, attendance, or safeguarding concerns.
- Support assemblies, line up, refection and restorative work to motivate and engage students.
- Be Mental health champions supporting students and liaising with the welfare team about suitable support intervention
- Have a detailed knowledge of all school policies, including policies on attendance, behaviour, uniform, and safeguarding.
- To carry out duties around the school site at break times and lunchtimes and be part of the isolation and call out teams to ensure that all students are well cared for and supervised

Contacts:

- In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

Notes:

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.



Person Specification

Personal Qualities, Qualification and Experience		Essential	Desirable
Qualifications and Training			
1	GCSE standard Grade C or above in English and Maths	✓	
2	Level 3 Qualifications (A-levels or equivalents)	✓	
3	Degree Level		✓
4	Evidence of further Professional Development and training and how it has been applied		✓
Experience and Knowledge			
1	Experience of working with young people	✓	
2	Experience of coaching or mentoring		✓
	Experience of tutoring small groups of students (numeracy or literacy skills)	✓	
	Experience of delivering small interventions/support programmes for SEMH.	✓	
3	Experience of working in an education, health or social care settings including the voluntary sector.	✓	
4	Knowledge of the education system	✓	
5	Experience of working with vulnerable students.		✓
6	Excellent IT Skills	✓	
7	Understanding of 11-19 educational settings	✓	
8	Knowledge of Safeguarding Guidance		✓
9	Understanding of Inclusion and Equal opportunities		✓
10	Knowledge of how to use data effectively to monitor and evaluate progress		✓
11	Understanding of how to plan and implement effective intervention		✓
Personal Qualities			
1	Desire to see young people succeed	✓	
2	The ability to monitor Attitude to learning and achievement	✓	
3	Sensitivity in collaborative work with colleagues within and outside of school.	✓	
4	Expectations of high standards across school for culture, ethos and attitude to learning.	✓	
5	Excellent communication, presentation and interpersonal skills.	✓	
6	Excellent personal organisation and self-motivation	✓	
7	Acts as a positive role model who sets a positive example to students.	✓	
8	Demonstrates integrity, warmth, creativity and good humour.	✓	
9	High standards of personal appearance	✓	
10	Demonstrates resilience, positivity, determination and a strong work ethic	✓	



INSPIRE

ACHIEVE

CELEBRATE

How to Apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**. Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment, please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. An email address must be provided. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.



INSPIRE

ACHIEVE

CELEBRATE

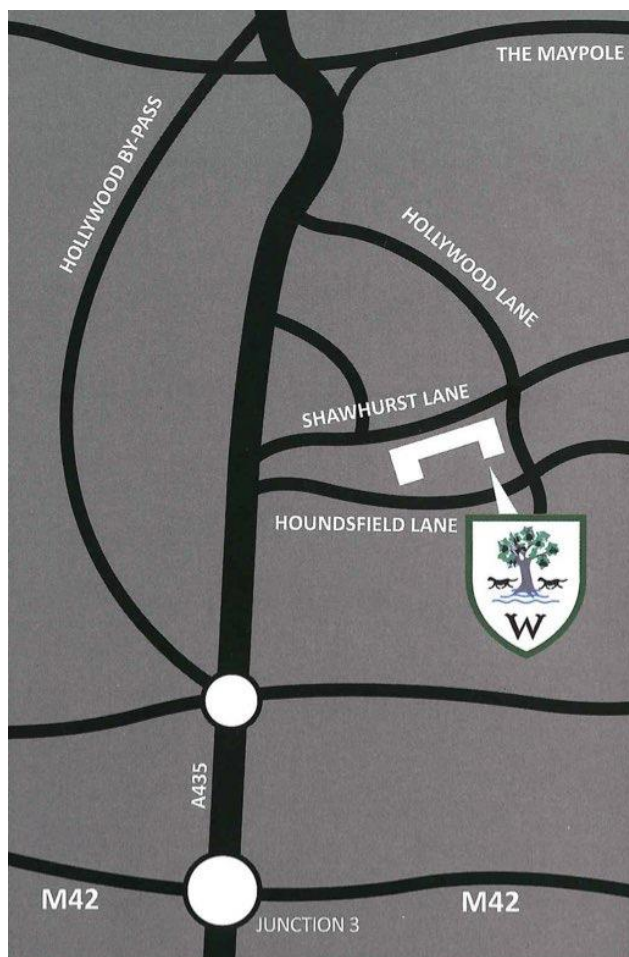
Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane
Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**.

At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted