

Email: [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

[www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

Dear Candidate,

**Exclusion Room Manager**  
**36 hours per week, 39 weeks per year**  
**NJC Pay Scale SO1 point 21- 25 £32,265 - £33,819 pro rata**  
**A Bolder Future Awaits – Support Staff Application Pack**

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

We are seeking to appoint an Internal Exclusion Room Manager to work with internally excluded students within the designated area in school in supporting them to integrate back into the school community. The successful candidate will have experience of working with challenging and challenged young people within an educational setting.

The opportunities to be part of the Academy's history and to create a school that truly stands apart are significant: shaping the curriculum, sparking enthusiasm and excitement for academic learning and enrichment.

Bolder Academy is a relatively new, mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. We are housed in brand new, purpose built accommodation with fantastic facilities and extensive outside grounds.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, appearing to read 'H Swidenbank', with a horizontal line underneath.

Heidi Swidenbank  
Headteacher

## The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant administration for our staff and students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

If appointed, you will play a huge part in shaping and developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please complete the application form and email it to: [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

If you do have any questions or you would like a Word.doc copy of the application form, please email Lorraine Rice, HR Manager, on [lrice@bolderacademy.co.uk](mailto:lrice@bolderacademy.co.uk)

### **Our commitment to you:**

**Providing flexibility:** You will benefit from an early finish every Friday.

**Pay:** Bolder's pay scales benefit from the Outer London uplift.

**Career Progression:** We are ambitious not only for our students but for our staff. Joining the Academy in its early stages, will provide you with all the experience and skills for you to make your next career move. You will make an impact, you will make a difference, you will contribute to the creation of Bolder Academy.

**Professional development, coaching and mentoring:** Bolder's professional development budget and the opportunities on offer are substantial. Each member of our staff can choose to be coached and mentored, allowing you to develop skills, career goals in areas of most interest to you.

**Wellbeing:** We provide staff with an employee assistance programme with the recognised charity Education Support, providing free and confidential support 24 hour/365 days a year. Bolder also offers free annual flu jabs, a wellbeing day for staff, a 'Cycle to Work' scheme, Occupational Health, use of our modern and well equipped fitness suite and an early finish on Fridays!

**Working environment:** We are housed in a brand new, state of the art building, providing the perfect environment for all to learn, teach and succeed.

**An easy commute:** We are just a 5 minute walk from Syon Lane mainline station, or 10 minutes from Osterley Tube station on the Piccadilly Line. Buses 28 and H91 stop close by and buses 267, 237 and 235 are a within a short walk.

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to safeguarding undertake online training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.*

*Bolder is an Equal Opportunities Employer.*

### Timeframe for Recruitment

|                               |  |
|-------------------------------|--|
| Closing date for applications | <p><b>We will shortlist and interview as we receive applications – so please send them in before the deadline of 6<sup>th</sup> February 2023 at 9.00am</b></p> <p><b>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</b></p> <p><b>Please note that we do not accept CVs and agencies need not apply</b></p> |
|-------------------------------|--|

### Person Specification: Exclusion Room Manager

|   |   | Essential | Desirable | Evidence |
|---|---|-----------|-----------|----------|
| <b>Qualifications and experience</b>    |   |           |           |          |
| 1                                       | Relevant training for working with young people aged between 11- 19   | Y         |           | I, A     |
| 2                                       | NVQ accreditation in a relevant subject or area 9   | Y         |           | A        |
| 3                                       | GCSE C grade or higher (or equivalent) in Maths and English   | Y         |           | A        |
| 4                                       | Proven track record of successfully working with disaffected young people.  | Y         |           | A,I,R    |
| 5                                       | Experience of assisting students with their learning.   | Y         |           | A,I,R    |
| <b>Vision and strategy</b>              |   |           |           |          |
| 6                                       | Vision aligned with the Bolder's ambitions to be an outstanding school which has high aspirations and high expectations of self and others.       | Y         |           | A, I, R  |
| 7                                       | To promote the sharing of good and consistent practice, and the continuing improvement of services to children, young people and their families   | Y         |           | A, I, R  |
| <b>Behaviours, Skills and Abilities</b> |   |           |           |          |
| 8                                       | An ability to communicate effectively with teachers, students, parents and multi agencies   | Y         |           | I        |
| 9                                       | An ability to work autonomously and as part of a team.  | Y         |           | I, R     |
| 10                                      | Good organisation, time management, communication and interpersonal skills.   | Y         |           | I        |
| 11                                      | Good research and planning skills   | Y         |           | I, R     |
| 12                                      | Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information | Y         |           | I, R     |
| 13                                      | A clear understanding of the factors which lead to educational disaffection in young people   | Y         |           | A, I, R  |
| 14                                      | Knowledge of the rights and responsibilities of parents   | Y         |           | A, I, R  |
| 15                                      | Knowledge and understanding of strategies to remove barriers to learning in young people  | Y         |           | A, I, R  |
| 16                                      | Knowledge of the range of additional support/agencies available for students  | Y         |           | A, I, R  |
| 17                                      | The ability to work flexibly  | Y         |           | A, I, R  |
| 18                                      | Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life       | Y         |           | I,R      |
| 19                                      | The ability to find creative and imaginative solutions to problems  | Y         |           | I,R      |

|               |  |   |  |         |
|---------------|--|---|--|---------|
| 20            | The ability to produce detailed, concise evaluative reports                                      | Y |  | I,R     |
| 21            | Adaptability and a professional approach to the responsibilities of the post                     | Y |  | R       |
| 22            | An understanding of and commitment to the equal opportunities policies of the LA, and the School | Y |  | I       |
| 23            | Good ICT skills  | Y |  | I,R     |
| 24            | Speaks English fluently  | Y |  | I       |
| <b>Others</b> |  |   |  |         |
| 25            | This post is subject to an enhanced DBS.   | Y |  | A, I, R |
| 26            | The post holder must be committed to safeguarding the welfare of children.                       | Y |  | A, I, R |

**Key to Evidence: A = Application**

**I = Interview**

**R = References**

### Job Description: Exclusion Room Manager

|   |                    |
|---|--------------------|
| <b>Grade / salary band:</b>   | NJC Scale SO1      |
| <b>Line manager:</b>  | Deputy Headteacher |
| <b>Posts directly supervised:</b>   | Not applicable     |
| <b>Main purpose of role</b>   |                    |
| <ul style="list-style-type: none"> <li>To co-ordinate and supervise internal exclusion.</li> <li>To co-ordinate and manage administration pertaining to internal exclusion.</li> <li>To maintain appropriate standards of behaviour in the room in accordance with school policy.</li> </ul>  |                    |
| <b>Core accountabilities</b>  |                    |
| <ul style="list-style-type: none"> <li>To liaise with the relevant staff and Senior Management in regards to internal exclusion referrals.</li> <li>To conduct interviews with students in the facility to ensure they are aware of the procedures and required standards and to reinforce the reasons for the sanction.</li> <li>To maintain appropriate records of discussions with students, reporting to the relevant staff.</li> <li>To communicate to staff the daily internal exclusion register.</li> <li>To maintain accurate records and update the school information management system (SIMS) with accurate information regarding internal exclusion.</li> <li>To develop programmes of work for student to complete during internal exclusion in liaison with Heads of Departments so that student learning is maximised.</li> <li>To develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between students and staff.</li> <li>To challenge and motivate students to promote and reinforce high levels of self-esteem.</li> <li>To liaise with colleagues to ensure students in the facility are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.</li> <li>To communicate set work to students and offer help and guidance as required.</li> <li>To contribute to meetings specific to internal exclusion and behaviour management strategies. To support student management strategies and policies of the school and undertake additional duties (when no student has been referred) eg. on call, in-class behaviour support, student mentoring.</li> </ul> |                    |
| <b>Other</b>  |                    |
| <ul style="list-style-type: none"> <li>To attend staff briefings and meetings in accordance with the calendar.</li> <li>To participate in INSET (Professional Development Days).</li> <li>To participate in Staff Appraisal and undertake staff appraisals and absence management meetings.</li> <li>To undertake a thirty-minute duty each week.</li> <li>Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.</li> <li>Perform duties in line with Health &amp; Safety rules.</li> <li>A willingness to take fire warden and first aid training and to ensure that all members of the team are trained in both.</li> <li>Meet the statutory requirements for safeguarding.</li> </ul>  |                    |

**Safeguarding:**

- Uphold the Academy's policy in respect of child protection and safeguarding matters.
- Have commitment to the Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

*Specific areas of responsibility allocated to the Deputy Headteacher will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the Academy. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.*

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:****Signature:****Date:**