



REFERRAL CENTRE MANAGER

PAY SCALE: NJC PO3 pay scale. Spine Points 33-36. Actual gross pay: £36,992.43 to £39,777.96

Required as soon as possible

Thank you for your enquiry about the post of Referral Centre Manager 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.

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 Wednesday 14 December 2022
Interviews are planned for January 2023

Shortlisted applicants will be given a tour of the school site on the day



SELECTION CRITERIA

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.

REPORTING TO:

Deputy Headteacher and Designated Safeguarding Lead

RESPONSIBLE FOR:

The day to day leadership, management and supervision of the Referral Centre to ensure a safe, ordered and effective learning environment. To support the process of inter-agency working for student support.

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:

NJC Spine Points 33-36. PO3 NJC pay scale.

START DATE:

As soon as possible

DISCLOSURE LEVEL:

Enhanced with barred list check

PERSON SPECIFICATION

Qualifications

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

Skills and Experience

- Experience of teaching or supervising classes or groups of children and/or young people
- Skills and strategies for the leadership, 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

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

REPORTING TO:

Deputy Headteacher and Designated Safeguarding Lead

RESPONSIBLE FOR:

The day to day leadership, management and supervision of the Referral Centre to ensure a safe, ordered and effective learning environment. To support the process of inter-agency working for student support.

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:

NJC Spine Points 33-36 (£42,510 - £45,711 FTE to be adjusted to term time only)

START DATE:

As soon as possible

DISCLOSURE LEVEL:

Enhanced with barred list check

MAIN (CORE) DUTIES

GENERAL:

- Enable students to make optimum use of learning opportunities through the application of effective behaviour management strategies
- Ensure students adopt positive attitudes by modelling appropriate responses
- Challenge and motivate students to improve their behaviour for learning
- Collate and develop resources for students in collaboration with Directors of Learning for subject and year and subject teachers
- Monitor the effectiveness of provision for students not working to a normal timetable
- Monitor and evaluate student responses and progress against school expectations and referral criteria.
- Be able to direct and monitor the work of allocated RC Mentor, as appropriate.
- Work with other school professionals, external agencies and partnership schools as appropriate in planning for and supporting students.
- Provide support by making phone calls, dealing with correspondence, analysing data, maintaining accurate records and reporting on internal exclusions.
- Be self-sufficient in relation to administrative tasks
- Be aware of issues causing barriers to student progress and take action/refer as appropriate (attendance, social/medical need etc.).
- Attend meetings as required



- Have awareness of and maintain confidentiality
- Active support for school ethos and a thorough understanding of school policies and implement them consistently.
- Participate in the school Appraisal scheme, including target setting and review.
- Carry out any other responsibilities compatible with the role and grade of this post
- To liaise with team leaders regarding relevant developments and education policy in order to enhance the quality of support and student achievement
- To liaise with staff as required to ensure an appropriate and high quality provision for students

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 a 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.