



## Job Application Pack

### **KS4 Off-site Alternative Provision Behaviour Support Mentor**

Salary: Scale 6 (£20,479 to £22,167 actual)

Contract: 37 hours per week, term-time only, permanent

Closing Date: 21 August 2020 at 9am



## Letter from the Headteacher

Welcome.

Thank you for expressing an interest in the post of KS4 Alternative Provision Behaviour Support Mentor. On behalf of everyone at Newark Academy, I extend you a very warm welcome and hope that you are encouraged to apply after reading the information contained in this pack.

I am enormously proud to be the Head of a vibrant, dynamic and values driven community school where 'working hard' and 'being kind' permeate every aspect of Academy life.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development to ensure that every member of staff can be the very best they can be.

We are a community academy and work in partnership with students, parents and carers to secure strong academic achievement but we are equally passionate about personal and social development outside the classroom and we encourage our students to take an active part in a range of enriching experiences that compliment academic studies as well as opportunities to develop as life long learners.

Following a very successful OFSTED inspection our Academy is now rated Good in every area with Leadership and Management rated as Outstanding. With a first class, state of the art building and a passionate and committed staff team, the future is extremely bright for Newark Academy. We are in fact oversubscribed for the first time in the history of our Academy which is a clear sign that our community see us as the local school of choice and trust us with the care, guidance and education of their children. Every single member of our Academy team makes a significant contribution to the experience of our students and we are hugely privileged to work within such a warm, caring and compassionate environment where people come first.

If you are encouraged to apply for this position, you will join our team at a very exciting stage of its development as we are about to enter a period of significant recruitment due to the rapid expansion of our transformed Academy.

I do hope that this information encourages you to apply and I look forward to receiving your application.

**Andy Seymour**  
Headteacher





## **Letter from the CEO**

Dear Candidate,

I am delighted to be able to introduce you to Newark Academy and the tremendous opportunities this school offers the young people of Newark.

We aim to be a 'great' Academy with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the Academy.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

We are an Academy where 'ambition thrives' and we want to recruit the very best professionals who are committed to providing the very best experiences for our children and our community.

Thank you for showing an interest in working at Newark Academy, and we look forward to receiving your application.

**John Tomasevic**  
CEO Nova Education Trust



## **Application Details**

Thank you for your interest in the KS4 Alternative Provision Behaviour Support Mentor vacancy for Newark Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form which includes a covering letter addressed to Mr Seymour, which clearly demonstrates your suitability for this role.

## **Application forms**

These can be accessed from the school website [www.newarkacademy.co.uk](http://www.newarkacademy.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives 9.00 am on the closing date of Friday 21 August 2020.

## **Interview**

Interviews for the role are anticipated to take place 24 August 2020. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Newark Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Job Description – KS4 Off-site Alternative Provision Behaviour Support Mentor**

Reports to: MAPLE Provision Lead

### **About the role:**

The behaviour mentor would be expected to support the Provision Lead with the strategic vision and planning of MAPLE. Engaging with students in a positive, motivational and appropriate manner. This close environment, that operates away from the mainstream school, requires staff to build positive relationships and trust whilst ensuring that boundaries and expectations remain high. Planning and delivering a variety of topics and course content for both academic and personal needs is necessary, therefore organisation and initiative is essential.

### **Duties, Responsibilities and Key Tasks:**

- To deliver KS4 programmes to students across the partnership, ensuring completion and achievement of qualifications.
- To raise achievement through supporting students with GCSE, alternative and short courses.
- To support all students to improve behaviour through effective mentoring and positive behaviour management.
- To be able to structure, plan, organise and deliver sessions for those struggling with personal organisation and SEMH difficulties which affect their ability to access the curriculum
- To reduce barriers to learning/behaviour patterns by improving motivation, engagement, enjoyment and by raising awareness of the concerns to the necessary staff.
- To improve the academic performance of identified students who are underachieving against potential.
- To deal with safeguarding concerns according to school policies.
- To be responsible for monitoring, through internal and external moderation, the evaluation of courses and their delivery.
- To support our most vulnerable students and their families to develop better learning, behaviour and social strategies and so maximise their potential.
- To liaise and communicate with parents, external agencies, and key staff in the school as appropriate.



- To promote behaviour for learning strategies, create a nurturing, safe environment in which individuals can grow and learn, supporting individuals to change their behaviour and using rewards to promote positive behaviour.
- To meet and greet students on arrival to the provision and support with supervision of students during breaks and lunch times.
- Perform any task or duty under the reasonable direction of the Newark Town Partnership Senior Leaders.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.



## Person Specification: KS4 AP Behaviour Support Mentor

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>4 GCSEs grades A-C or equivalent (including Mathematics and English) or proven relevant experience</li> <li>Excellent numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Training in relevant learning strategies</li> <li>Specialist skills/training in practical, curriculum/learning areas</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous proven relevant experience.</li> <li>Experience of working with students with individual needs</li> <li>Information Communication Technology eg Word/ Excel/Publisher/Outlook/ SIMS or similar database/ Internet/Email</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with children or secondary age in a learning environment</li> <li>Experience within alternative provision</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Effective time management skills</li> <li>Ability to prioritise tasks</li> <li>Adaptable approach to work and confidence to respond and deal with unanticipated problems</li> <li>Ability to work effectively as part of a team and a willingness to support others</li> <li>Capability to work independently and use own initiative as and when required</li> <li>An understanding of children with additional needs.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of SEMH needs</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Outstanding communication skills</li> <li>Approachable</li> <li>Ability to remain calm in stressful situations</li> <li>Ability to establish good working relationships with teaching staff, students and parents.</li> <li>An ability to adapt to changing situations</li> <li>Reliable and punctual</li> <li>A commitment to safeguarding and promoting the welfare of young people</li> </ul>	



## **Overview of the Trust**

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPL provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

## **Overview of the School**

### **Ethos**

Newark Academy has a very clear ethos focused on the achievement and well-being of our students. We believe that a school should be at the very heart of the community and place high value on collaboration, partnership and service alongside a range of core values that compliment academic success. Our GREAT core values permeate through everything that we do at Newark Academy and through both explicit strategy and implicit activity where all academy community members regularly reflect on them. We invest time to teach our students about these values and the importance of their reflections against them. Our GREAT values are:

**Gratitude**

**Responsibility**

**Excellence**

**Aspiration**

**Tenacity**

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.





## **To Summarise**

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.

## **Achievement**

At Newark Academy we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences possible so they are fully equipped for their next steps.

Should a student require additional support, Newark Academy provides a range of support services that will ensure every student's success, whatever their individual educational needs.

## **Pastoral**

At Newark Academy we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a system led by Achievement Leaders and supported by the Pastoral Leaders, Crew Leaders and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Crew leaders play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data and Achievement events which can be up to twice yearly.

Newark Academy is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our newly redeveloped programme covers all National Curriculum subjects. Students are taught in ability groups in the majority of subjects and these are regularly evaluated to ensure students are able to make rapid rates of progress throughout their time at the Academy.

During our Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science and a humanities subject such as Geography, History or Modern Foreign Languages.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve their full potential in all their chosen qualifications and work hard to support them to do so.

## **Extra-Curricular**

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Newark Academy our after-school 'enrichment' programme provides students with an impressive range of courses and sessions across the week.

Opportunities include Photography club, Science, Journalism, Canoeing, Debating, and a comprehensive range of sporting activities including football, Cricket, Netball, Rugby, Basketball, Tennis and Athletics are also available. Newark Academy students regularly compete at county level and our sports teams have a strong tradition of success.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In 2018 our students performed Sister Act to a packed audience in our Lecture Theatre alongside a range of other productions including Christmas Carols and our annual Halloween community event 'Spooktacular'

In addition, there are regular opportunities to travel including a netball and football trip to Disney Land Paris.

## **Student Voice**

Student voice is active within the school with each year group choosing student representatives that meet through our student council.

There are additional opportunities for students to be leaders through our Prefect system which encourages students to apply for both junior and senior prefect roles.



Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.