

Behaviour and Inclusion Officer

September 2021



Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.

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LINTON VILLAGE COLLEGE, Cambridge Road, Linton, Cambridge, CB21 4JB

A comprehensive 11 – 16 Academy of 850 students

Principal: Helena Marsh, MEd



**REQUIRED FOR SEPTEMBER 2021
BEHAVIOUR AND INCLUSION OFFICER
32.5 hours a week term time only
Monday-Friday 8.20am-3.10pm
Level 2, Scale 4 points 7-11 £20,342 - £21,998 (FTE)
Actual salary: from £15,040**

We are seeking a committed, organised and personable individual to join our successful pastoral support team.

This is a student-facing role which requires someone who is able to maintain high standards of discipline while supervising small groups of students placed in the College's isolation room. The role also involves oversight of the College's behaviour and inclusion administration, including processing data and liaising with other educational providers. We require someone with a track record of effective IT and communication skills and an ability to forge productive and professional working relationships with students, staff, parents/carers and outside agencies.

Linton Village College is a high-achieving comprehensive 11-16 school at the heart of its local community. Ensuring a high-quality education for all of our students on a daily basis is our core priority. This is underpinned by a culture in which strong relationships, effective pastoral care and personal development opportunities are of paramount importance. We are committed to offering enriching learning experiences and we strive for educational excellence. We have very high expectations and provide a nurturing, friendly and supportive environment in which everyone can thrive and achieve.

We support colleagues' professional learning in national programmes as well as through a broad in-school and Trust-wide training offer. We also enjoy strong links with primary partner schools, sixth form colleges and the Faculty of Education at the University of Cambridge. Our membership of Anglian Learning provides further opportunities for career development and collaboration.

To find out more about this vacancy, please download an application form and information pack from our website at www.lvc.org. We welcome contact from interested candidates to discuss the role. Please contact humanresources@lvc.org to make an appointment. Applications must be submitted on the College's application form; CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

Closing date for receipt of applications is **12noon on Monday 20th September, 2021.**

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The College welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Dear Applicant



Behaviour and Inclusion Officer

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff.

I appreciate that the current Covid-19 context adds additional challenges to the prospect of applying for a new teaching role. A number of colleagues were recruited during the last lockdown period and have settled in brilliantly. You can find information about the measures that we are taking to keep all members of the College community as safe as possible in the letters page on the College website.

I hope that this information pack and other available information, helps you to appreciate what makes Linton Village College a special place to work and learn even though you are not able to visit us in person at this time.

College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 850 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the second of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community clubs.

Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. The six Linton Learner attributes are the qualities that we recognise, develop and promote in our students: curiosity, reflection, ambition, care, independence and responsibility. We have a strong safeguarding culture at the College.

Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. Some have benefited from bespoke provision with the Granta Special School while others have needed more in-house modification to meet their needs. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

Pastoral care

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the four Heads of House and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, caseworkers and a counsellor. This team works in partnership with the SEND team in our Learning Hub.

Academic success

The College has maintained above-average levels of attainment and progress over a number of years with Progress 8 results of around/above +0.3 since the introduction of this measure. We are consistently within the top 25% of all schools nationally. In 2019, all students achieved positive value added, including vulnerable groups, with exceptional outcomes achieved in Science and Art. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer and, as an Artsmark Platinum school, we are proud of our exceptional provision in the Arts.

Professional networks

Our staff body benefits from accessing training through Anglian Gateway Teaching School and through membership of the SSAT network and Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools. We joined Anglian Learning Trust on 1st April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement.

College Improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

- achieving an ambitious curriculum experience for all students in all subjects;
- embedding consistent and effective behaviour for learning across the school;

- ensuring that SEND teaching and provision enables all students to be successful.

It is my sixth year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Marsh'.

Helena Marsh

Principal

JOB DESCRIPTION:

Behaviour and Inclusion Officer

32.5 hours a week term time only

Monday-Friday 8.20am-3.10pm

Level 2, Scale 4 points 7-11 £20,342 - £21,998 (FTE)

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Main responsibilities

- Supervise students working in the College's isolation room.
- Co-ordinate work for students to complete when isolated or excluded from school by liaising with teachers.
- Administer detentions and process behaviour data and communications.
- Liaise with external agencies to organise alternative educational provision.
- Oversee administration for Post-16 applications and transition.
- Co-ordinate work experience administration with external agencies.
- Assume duties as a trained member of the College's first aid team.
- Contribute to the whole school duties and meetings as required.

Professional duties

- Engage with relevant professional learning opportunities to enhance personal practice, skills and expertise.
- Demonstrate a commitment to high expectations for all students and role-model a positive and proactive outlook.
- Exhibit emotional intelligence, professionalism and resilience when dealing with challenging, complex and sensitive matters.
- Contribute to the development of policies and practices to continue to enhance educational provision at Linton Village College.
- Demonstrate a commitment to the safeguarding of young people.
- Work effectively as part of the staff team to deliver excellent standards of education and support student progress.

Other duties as requested by the Principal / Line-manager.

PERSON SPECIFICATION: Behaviour and Inclusion Officer

Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Education	Essential/ Desirable	Application/ Interview/ Reference
Educated to GCSE Level or equivalent with a good standard of literacy and general education	E	A /I
GCSE grade C+ or equivalent in English and Maths	E	A
School support staff qualification	D	A
Current First Aid at Work qualification, or willingness to train as a first aider	D	A

Experience	Essential/ Desirable	Application/ Interview/ Reference
Previous administrative experience	E	A/I/R
Experience of working in a school or college context	D	A/I/R
Experience of working in a student-facing role	D	A/I/R

Professional Qualities	Essential/ Desirable	Application/ Interview/ Reference
A high level of organisational ability	E	A/I/R
Ability to work well with other colleagues	E	A/I/R
Ability to communicate effectively with staff and students	E	A/I/R
Ability to command respect and authority from young people	E	A/I/R
Ability to acquire new skills quickly	E	A/I/R
Ability to work independently and use initiative	E	A/I/R
Maintain confidentiality and discretion	E	A/I

An interest in education	E	A/I
Proficient in MS Office applications, including Word, Excel, Outlook, PowerPoint and Publisher	D	A/I/R
Experience of using school data systems e.g. SIMs and Go4Schools	D	A/I/R
Willing to undertake further training as required	E	A/I

Personal Qualities	Essential/ Desirable	Application/ Interview/ Reference
A commitment to safeguarding and promoting the welfare of children and young people	E	A/I/R
Energy and enthusiasm	E	A/I/R
Confident and resilient	E	A/I/R
Good humour and an ability to maintain perspective	E	A/I/R
Adaptable and flexible	E	A/I
Ability to remain calm in difficult situations	E	A/I/R
Ability to work as part of a team	E	A/I/R
Excellent attendance and punctuality	E	A/I
Commitment to positive and professional relationships with colleagues and children	E	I

Application instructions/information

Recruitment incentives

- All members of teaching staff are given a school laptop.
- Free membership of the College's Fitness Suite.
- Childcare voucher benefits scheme.
- Cycle to work scheme.
- Access to free parking on site.



How to apply

1. Complete the application form. This is available to download from our website at <http://www.lvc.org/pages/Vacancies.php>. CVs will not be accepted.
2. Write a letter of application to the Principal, Helena Marsh, of no more than two sides of A4. Please make reference to the person specification and job description and explain how your knowledge, skills, values and attributes make you well-suited to this role at Linton Village College.
3. Send your completed application form and letter to Ann Badcock, HR Officer, no later than **12noon on Monday 20th September, 2021** to humanresources@lvc.org. Please include the vacancy job title in the subject line and attach your application form and letter. Please do not send hyperlinks or other file formats.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. If you have any queries about the application process please contact Ann Badcock, HR Officer, at humanresources@lvc.org.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Linton Village College is a member of the [Anglian Learning](#) multi academy trust and [Anglian Gateway Teaching School](#).

Accompanying documentation

The College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview.

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