

Student Development Champion Recruitment Information for Candidates



Contents

Chief Executive Officer's welcome.....	3
The Lower Academy.....	4
The Upper Academy.....	5
Job description, person specification and responsibilities.....	6-7
Application Procedure.....	8-9
Maps.....	10

Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age-appropriate curriculum choices, support, challenge, and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age-appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two-academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



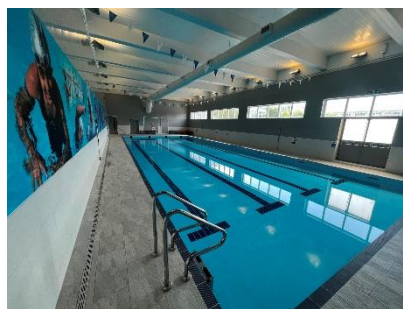
Mr G. Smith B.Ed (Hons), NPQH
Chief Executive Officer



Leading Parent
Partnership Award

The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical, and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English, and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much-needed skills to go on into university or the world of work.

Position: Student Development Champion

Responsible to: Year Leader

Salary Range: Band 4

Working weeks: 39 weeks (Term Time) and Parent/Open Evening as required

Working Hours: 2 days. 08:00-16:00 Monday and Tuesday

Purpose:

Student Development Champions will provide the support that is required to enable barriers to learning to be overcome and to enable all pupils to maximise their enjoyment and learning from their time in The Basildon Academies.

They will focus on attitude to learning and will be a key contact for parents on all cross curricular or pastoral matters for their identified student cohort.

They will contribute to the monitoring of pupils progress and liaise with Year Leaders, SLT and teaching staff where concerns may become apparent.

The Student Development Champion will have oversight for daily matters such as, on-call, uniform, attendance, attitude to learning as well as supporting teachers in ensuring pupils engage with their learning in order to be successful young people. In addition the SDC will establish positive parental engagement and where required support in parental meetings.

The overall responsibility for the Student Development Champion is to support all pupils working within their identified cohort so all are able to access their learning and that barriers to learning are overcome.

Year Leaders will provide guidance to the Student Development Champion in organising their day and in all aspects of their duties so that the efficiency of the team is maintained at the highest level. The tasks undertaken will vary depending on the cohort they work with. Therefore, the list of duties detailed is not intended to be comprehensive; provided the tasks requested to be undertaken are reasonable, do not require additional specialist knowledge or skills and contribute directly to the success of the young people within the school community, then the tasks can be considered to be legitimate.

Roles and Responsibilities

The primary responsibilities relate to all the pupils within the identified cohort and involve:

- Facilitating the management of the Hub for students which includes the monitoring of work provided, establishing a calm and purposeful environment and overseeing opportunities for reflection and reintegration to lessons. (Not for KS5 or EP staff)
- Providing pupils within the cohort with the support they require to enable them to undertake their learning without barriers.

- Instilling in pupils the correct sense of purpose, unity and cohesion in order to fulfil the aims and ethos of the Academy.
- Engaging with attitude to learning support and management strategies through the systems employed by the academies.
- Supporting selected pupils with agreed interventions and strategies to improve progress, engagement, attitude to learning and attendance.
- Supporting groups, classes or selected cohorts of pupils with learning and progress where appropriate.
- Engaging with attitude to learning and progress strategies through the systems employed by the academies.
- Ensuring the administration of support systems and programmes are complete within agreed timeframes.
- Providing direct support with attendance with targeted groups of students as requested by the AHT Attendance Lead. This could include but is not limited to: support with home visits, reviewing data to support attendance improvements, targeted support to reintegrate students back into school and support with day to day attendance monitoring where required.
- Supervision of reward systems.
- Identifying pupils who may be referred to outside agencies for any further support.
- Administrating and maintaining the files and records within identified cohort.
- Mounting relevant, engaging displays (pupils' work, assessment examples, post-16 choices, relevant posters) and maintaining the displays so that they are current and relevant, celebrating success and achievement.
- Administration of the Bursary Scheme, UCAS or similar systems. (For KS5 position)
- Supporting transition processes with relevant identified cohorts.

SDCs can be deployed to assist with duties in line with pastoral support required within the school community, which would be directed by SLT or Year Leaders.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone, or email our Recruitment & Cover Coordinator Olivia Faustino, on 01268498683 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Olivia Faustino
Recruitment & Cover Coordinator
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short-listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



