



Behaviour & Attendance Manager



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VACANCY DETAILS

One In A Million Free School – Bradford **Enjoying today, preparing for tomorrow!**

Behaviour and Attendance Manager

Salary: £28,000 to £35,000 per annum pro rata for term time (a recruitment and retention allowance may be payable depending on experience)

Contract: Permanent, Full Time (Term Time Only Plus 10)

Start date: As soon as possible.

The One In A Million Academy Trust is looking to appoint an outstanding, inspirational leader who has the capacity to make a significant contribution to the ongoing success and development of our unique, innovative and dynamic school, recently judged GOOD by Ofsted.

One In A Million (OIAM) is a unique organisation, comprising its Free School and range of established Community Education Programmes. Our mainstream secondary school is small in size but big in opportunity as we form our own multi academy trust.

Driven by its core values and emphasis on sports, the arts and enterprise, OIAM has created an innovative approach to improving the opportunities and life chances for the young people in Bradford. The Charity creates a synergy between its school and community programmes through its Hub and Spoke model.

Starting as soon as possible, we are seeking to appoint a strong, enthusiastic and flexible Behaviour and Attendance Manager to join our team. This is a new post that will enable us to support our students with the ever-increasing challenges and changes in their lives and ensure they are supported with their personal development, behaviour, attendance and welfare to achieve their potential.

You will be required to manage and support behaviour and attendance through the use of data and strategic intervention in order to maximise student attainment. Working with the Deputy Vice Principal and leading the Heads of Year, you will form an outstanding pastoral team to ensure that students reach their full potential. You must have extensive experience of working in a school setting managing behaviour and attendance with a background in supporting vulnerable children and families.

Closing date: Monday 17th June 2019

Interviews: Week Commencing 24th June 2019

Start Date: September 2019

To learn more about One In A Million please visit our website at www.oiam.org/freeschool/ and watch our video on YouTube titled '[The Journey So Far](#)'.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

JOB DESCRIPTION

JOB TITLE:	Behaviour and Attendance Manager
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Deputy Vice Principal
PEOPLE RESPONSIBILITY:	Heads of Year
BUDGET RESPONSIBILITY:	None

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sports, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE

To work as a leader within the pastoral team in order to remove barriers to learning, progress and attainment of all students, under the guidance of the Deputy Vice Principal (DVP) for Inclusion, Behaviour, Attendance and Safeguarding.

The Behaviour and Attendance Manager will lead the Heads of Year to ensure the pastoral, attendance, safeguarding and overall experience of students within their year groups is in line with the students' targets.

To work with the Deputy Vice Principal to regularly quality assure and develop further the systems, actions, communications and roles with regards to the behaviour, attendance, rewards and safeguarding policies.

JOB DESCRIPTION

KEY RESPONSIBILITIES:

Your key responsibilities and duties are: -

- To model the schools Core Values at all times
- To operationally manage and oversee the school's behaviour management and attendance systems, ensuring they synergise with the Trusts vision and reporting to the Deputy Vice Principal on effectiveness and impact.
- To lead and support the Heads of Year with their caseloads.
- To lead on attendance, liaising with the data team and the external contractors supporting attendance.
- To manage the most serious caseloads with regards to behaviour, exclusions and attendance.
- To ensure a programme of effective interventions are implemented and regularly reviewed to demonstrate impact.
- To promote the prevention of all forms of bullying and ensure any incidents are dealt with swiftly and effectively.
- To assist the Deputy Vice Principal to mediate and resolve issues between staff and students.
- To liaise with other teams in the school to ensure that all information regarding students' behaviour is logged accurately (principally on the school's MIS system) and regularly track and monitor this information in order to identify trends, share information and resolve any issues.
- To work with the data team to analyse behaviour and attainment data and produce reports, documents and correspondence for SLT and Governors with regards to behaviour management, attendance and exclusions.
- To lead and develop further the school's rewards system in conjunction with the Heads of Year and report regularly to SLT and Governors on its effectiveness.
- To ensure effective communications with other agencies who work in school and support the Heads of Year and other support staff to implement their advice.
- To support students' emotional and social needs and oversee effective programmes of support, so that they are able to learn more effectively.
- To promote excellent student conduct, self-discipline and respect for others at all times.
- To support staff in ensuring students arrive at all lessons punctually and are ready to learn.
- To promote positive attitudes to learning.
- To ensure that school expectations regarding student uniform and appearance are adhered to consistently.
- To provide additional support and advice to teachers in classrooms (where identified) to ensure that students have positive attitudes to learning.
- To undertake other duties appropriate to the post as required by the Principal, the Vice Principal and the Deputy Vice Principal that may be reasonably required from time to time.
- To support teachers and have an input during Parent Forum Consultations, Parent Evenings, school trips and events.

JOB DESCRIPTION

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply: -

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Pro-actively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or deputy.

Person Specification

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Clear understanding of compassion and how it is worked out in life	Interview & Application	E
Demonstrate honesty in dealing with colleagues and others	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Application & Interview	E
A leader and a team player able to motivate others	Application & Interview	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	Application & Interview	E
Understands the process of learning and embraces new robust research about learning	Application & Interview	E
Committed to using a variety of learning environments and resources, including technologies, as appropriate, to maximise learning and progress	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Honours degree or equivalent	Application & certificates	D
Higher level qualification relating to children and young people's learning	Application & certificates	D
Evidence of continuous professional development relevant to behaviour management and attendance	Application & Interview	E
Evidence of suitability to work with children, demonstrating skill in conflict resolution, de-escalation techniques and the ability to deal effectively with challenging behaviour	Application & certificates	E
Understands and is able to articulate the responsibilities and accountabilities of a behaviour and attendance specialist	Application	E

EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Recent experience within a behaviour and attendance related role within a school setting or similar environment	Application	E
Strong track record as an advocate for student welfare, behaviour for learning and attendance	Application & Interview	E
Evidence of implementing plan for behaviour and attendance across the whole school, identifying priorities, quality assuring processes and evaluating the impact	Application & Interview	D
Evidence of embedding standards and effective behaviour for learning systems that result in excellent academic outcomes	Application & Interview	E
Proven track record of successfully developing and leading a team of non-teaching support staff	Application & Interview	D
Experience of successfully establishing links with local community partners to enhance learning opportunities for vulnerable students	Application & Interview	E
Significant experience of working effectively with parent/carers to support and remove barriers to the learning of students and their families, and being their champion	Application & Interview	D

SKILLS

Ability to speak an additional language	Application & Interview	D
Understand, analyse and make effective use of a wide range of data, aided by effective use of ICT	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Ability to manage change, and lead innovations, showing flexibility, adaptability and resilience	Application & Interview	E
Ability to work in an effective and organised manner including strong ICT skills	Application & Interview	E
Ability to create and maintain strong relationships with parents/carers and the local community	Application & Interview	E

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SCAN ME

with your smart phone camera to view our quarterly **Celebrate magazine**



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with your smart phone camera to read our **School Prospectus**



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with your smart phone camera to read and watch videos from **Stars Awards 2018**



SCAN ME

with your smart phone camera to **view our website** and read about all that we do!



We look forward to receiving your application prior to the closing date.



Visit **YouTube** and search '**One In A Million Bradford**' to watch our informative videos



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