



NEWHAM
COMMUNITY
LEARNING

**Director of
Student Support**
CANDIDATE PACK



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Welcome from the CEO

Dear Applicant,

I am delighted that you are interested in the role of Director of Student Support at Newham Community Learning. This is a new role, reflecting the growth of our Trust and our determination that every child in our schools benefits from the collaboration between our four secondary and two primary schools. If appointed, you will have the opportunity to make a difference to the standard of education of over 5,000 young people. We serve a diverse community, with significant levels of deprivation, but also with high levels of aspiration. Our goal is simple: to provide a standard of education which is as good as the best that can be found anywhere else in the country.

The Director of Student Support will work closely with Central Team colleagues, including the Director of Education, and with Headteachers and senior staff in schools. You will also have the support of a skilled data analyst, and our network of highly skilled and experienced advisers.

The role reflects our commitment to ensuring every student in our schools has a positive and safe experience at school, and receives the support they need to succeed. The successful candidate's responsibilities will include oversight of cross-Trust initiatives on Behaviour, Attendance, Safeguarding, and intervention to support particular groups of students. They will ensure that Trustees, Governors, Headteachers and Central Team colleagues have the information they need in order to monitor these important areas, and they will provide rigorous analysis of this data. They will become our in-house expert on Alternative Provision, and advise the Trust on strategies to reduce suspensions and exclusions, and to promote a positive climate for learning in all our schools.

This is a role requiring a wide range of skills, and above all a relentless determination for our schools to provide a consistently excellent educational experience for all our students, at every stage of their journey through school. You will need to provide evidence of your ability to bring about substantial improvements in some of the key areas covered by this post. Experience of working across both primary and secondary phases, experience as an Ofsted inspector and experience of working across a number of schools are all welcome but not essential.

The Trust's commitment to equality is deep-rooted, and we are particularly keen to encourage applications from groups which are under-represented in senior leadership roles in education.

We look forward to hearing from you, and I will be very happy to discuss the role with anyone who wishes to speak about this before applying.

Best wishes,

Anthony Wilson
Chief Executive



Who are we

Newham Community Learning is a family of schools in the west of the London borough of Newham, which exists to provide an excellent education for all young people in our community. Our schools educate children and young people from 2-16 years old, offering access to excellent teaching, pastoral care, and opportunities for personal development across all phases of education. The schools are physically close together - all of them are within a fifteen minute cycle ride of the Trust offices at Eastlea School, which helps to ensure collaboration happens at many different levels, and with staff from different schools regularly meeting in person.

We continuously improve our teaching through collaboration among staff, enabling us to offer a broad curriculum across our six schools. At our primary schools, we offer an engaging and challenging curriculum tailored to ensure that every child is able to reach their full potential. This provides a strong foundation from which children are able to move to our secondary schools and excel. Our secondary schools deliver breadth as well as depth, with students having access to a full range of options. Curricular and co-curricular development across all phases of education is further enhanced through the sharing of our excellent in-school facilities with students attending any of our schools.

Our schools are rooted in, and responsive to, their local communities. We are able to offer secondary education in either single sex or co-educational settings, with our primary schools both offering a co-education.

Partnership is key to our operation as a group of schools. As a Trust based solely in Newham, we have strong relationships with our local authority and other local partners, ensuring that we are able to secure the best possible provision for every child and young person attending our schools. While our focus remains local, our outlook is global, with our school curricula designed to reflect the broad range of perspectives that our hugely diverse student body brings.



Director of Student Support

JOB DESCRIPTION

Salary: L20 - 24. **Salary to be confirmed at interview, and subject to experience of candidate.*

Location: Trust Office

Reports to: Director of Education

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)



Purpose of Job

The Director of Student Support will lead at a strategic level in student support services - which includes areas such as the strategic management and oversight of the Trust's approach to attendance and behaviour across our schools.

The postholder will also have oversight of strategies to support the achievement and wellbeing of groups of students, such as refugees and EAL students. They will also be the strategic lead on support for SEND students, working closely with the Trust's SEND adviser.

Safeguarding is key to all aspects of the Trust's work. It is the first item on the Trust's Risk Register; the postholder is responsible for supervising this risk and for managing the controls at Trust level.

To do this, the postholder will work collaboratively with other members of the Central Team, and with Headteachers and key members of their teams, to ensure that the systems and processes that they already have in place are effective and well-coordinated, supporting positive outcomes for young people, and identifying ways that we can work more efficiently through working together.

The postholder will ensure that a rigorous approach to student support is adopted, and that cross-Trust approaches are developed where that will be beneficial, whether through sharing existing best practice or through introducing new common approaches.

Alongside the core responsibilities above, the postholder will lead the following areas of work:

- Ensuring that approaches, policies and systems in place across the Trust to support students are consistent and aligned - working closely with Headteachers and local school leaders to ensure that best practice is shared;
- Leading the Behaviour and Attendance Working Group;
- Supporting the work of the SENDCO group;
- Ensuring that any schools working with the Trust, where the Trust is the Lead School Improvement Partner, are engaged with the work of the groups and are benefitting from their output - and ensuring that timely advice and support is always available;
- Responsible for all strategic and assurance aspects of safeguarding, ensuring the Trust's practice is consistent and of the highest quality;
- Leading the DSL Working Group.

In undertaking this work, the postholder will be expected to report back to the Trust Board on the progress of all activity, as well as attend any Trust Board Committee meetings where feedback is appropriate.



Key Accountabilities

Key elements of this are envisaged to be

- Ensure the safeguarding teams are embedded within the schools and contribute actively to Trust initiatives maximising use of resources across teams and strategic planning;
- Quality assuring the work of the Safeguarding teams across the Trust in line with recommended professional practices, government guidance and the requirements of any of our regulatory bodies;
- Contribute professional knowledge and advice to the Trust Board, the Executive Group, the Trust Safeguarding Working Group;
- Proactively build and sustain excellent relationships with internal partners and stakeholders, to ensure safeguarding is integrated and actively managed into processes and systems;
- Champion safeguarding at the most senior levels, including input to and monitoring of the Trust Risk Register;
- Ensure the provision of authoritative advice to decisions and practices on complex and sensitive issues with a Trust wide impact;
- Ensure accurate reporting of serious incidents to the Trust Board, whilst ensuring that school teams notify all the requisite agencies, in order to meet regulatory requirements and provide sufficient assurances;
- Prepare [and deliver if required] the annual safeguarding update for Trustees and Governors in conjunction with the Safeguarding Working Group;
- Work closely with the Lead Trustee for Safeguarding as well with local governors leading on Safeguarding at school level; and
- Closely monitoring any risks to the success of the school, in the broadest terms

Student support

- To develop a Trust Behaviour and Attendance strategy, identifying clear priorities which reflect the needs of schools and our students
- To coordinate and support the development of systems and processes which will allow Headteachers, Central Team, General Staff, and parents to work collaboratively in identifying and supporting the individual needs of all students.



Safeguarding

The post is responsible for ensuring that all schools have the systems and procedures in place to ensure that all young people are safe. Key elements of this assurance will be the development of an overarching, coherent, cohesive, Trust-wide safeguarding approach and its implementation, working with the Trust Safeguarding Working Group to inform future planning and practice.

Given the evolving nature of the support that the Central Team provides to Trust schools, the postholder will need to be flexible in terms of tasks and responsibilities, which may vary. best interests of the child.

Protecting our Children - Safeguarding

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

Protecting our Staff and our Resources - Health and Safety

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

Equal Opportunities

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

Data Protection

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.



Person Specification

Criteria		Essential/ Desirable	
A	Qualifications	E	D
	Qualified Teacher Status (QTS)	•	
	NPQH or education related post-graduate qualification		•
B	Professional experience and knowledge		
	Successful experience of teaching at at least two of KS1, 2, 3 and 4	•	
	Successful strategic experience of leading and managing at a senior level in a mainstream primary or secondary school, including responsibilities aligned to some of those required for this role	•	
	In-depth knowledge and understanding of the wider educational agenda, with particular understanding of attendance, behaviour, safeguarding and data systems	•	
	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	•	
	Successful experience of raising standards for all with measurable outcomes as a result of one's contribution in a school in the pursuit of excellence	•	
	Clear understanding of the complexity of education in relation to key professional and compliance issues, legislation and sector practice in the areas of student support	•	
	Demonstrate an authoritative and supportive knowledge of the work practices, processes, and procedures relevant to the role, as well as broader sector awareness.	•	
	Knowledge of statutory and regulatory data returns to external regulators.	•	
	Able to producing high quality written reports for senior leaders and Trustees.	•	
C	Personal aptitudes, qualities and skills		
	Able to think and plan strategically, to reflect on past experience, to apply research and evidence to practice, and to remain focused on delivering the core priorities of one's role.	•	

Person Specification

Criteria		Essential/ Desirable	
D	Leading teaching and learning	E	D
	Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	•	
	Able to communicate complex information in an effective, concise and tactful manner and have excellent interpersonal skill both orally and in writing with excellent attention to detail	•	
	Work with a range of people and stakeholders, at different levels, within the Trust	•	
E	Improving the life chances of children and young people		
	Recognition and promotion of the role parents, carers and families play in helping children and young people succeed and thrive	•	
	A commitment to a student-centred approach, within equitable and inclusive schools in which the academic and personal welfare of each student is paramount	•	
F	Developing self and working with others		
	Be a high profile role model with a professional approach that demands excellence, confidence, trust and respect of the entire school and wider community	•	
	Able to collaborate with colleagues to ensure that published information around student support, is regularly maintained across all schools	•	
	Able to oversee the design, development and delivery of workshops for staff, that are relevant to all aspects of student support	•	
F	Leading and managing the organisation		
	A demonstrable understanding of the processes of safeguarding and safer recruitment and safeguarding procedures	•	



How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Rebecca Beach: rbeach@academicis.co.uk or 01223 907979 / 07733 628155

Please email your application to:
Rebecca Beach: rbeach@academicis.co.uk

Closing date: 20th March 2024

Shortlisting date: 21st March 2024

Interviews: 26th March 2024



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