



# Richard Lander School Truro



## Application Pack

### Pastoral Support: Private Study/Inclusion Area Manager

Cornwall Council Grade 2 £24,482 - £29,591 FTE

Permanent, following the completion of a 6-month probationary period  
Start Date: January 2024



November 2023

Dear Candidate,

**Re – Pastoral Support: Private Study/Inclusion Area Manager - 37 hours per week (Term time plus inset)**

Please find enclosed an application form and details for the above post at this school.

**The Role:**

To take a lead role in supporting students working in our Private Study/Inclusion area. Working with the pastoral team to support the behavioural welfare and safeguarding needs of students in the area. Working with lead members of staff to identify behaviour trends and support wider school policy with the implementation and management of behaviour plans for some students.

To support the ethos of the school, and its Code of Conduct, with regard to behaviour management issues.

We hope after reading our details and person specification that you will want to join our team.

Applications will only be considered on the attached application form. Completed forms should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) . **Interviews will be take place on a rolling basis on receipt of suitable applicants.**

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy  
Headteacher.



## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment. The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2018 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. **Interviews will be take place on a rolling basis on receipt of suitable applicants.**

Please send your completed forms to the school for the attention of our Personnel Officer, Vicky Harrison, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) or apply on-line through TES (the additional safeguarding form will also need to be completed and emailed separately to the above email address Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.



## JOB DESCRIPTION

### School Based

<b>Job title:</b>	Private Study/Inclusion Manager
<b>Grade:</b>	Cornwall Council Grade 2
<b>Responsible to:</b>	Assistant Headteachers (Pastoral), wider Senior Leadership Team.
<b>Direct supervisory responsibility:</b>	Students studying within Private Study Area.
<b>Indirect supervisory responsibility:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Headteacher, Education Enforcement Officer, Deputy Safeguarding Lead, Heads of Department, Teachers, Students, Teaching Support Staff, SENCO. <u>External:</u> Governors, Parents, Education Welfare Officers, Educational Psychologists, LEA departments and advisers.

### Main purpose of the job:

To take a lead role in supporting students working in our Private Study/Inclusion area. Working with the pastoral team to support the behavioural welfare and safeguarding needs of students in the area. Working with lead members of staff to identify behaviour trends and support wider school policy with the implementation and management of behaviour plans for some students.

To support the ethos of the school, and its Code of Conduct, with regard to behaviour management issues.

### Duties and responsibilities:

1. To be a lead member of staff for students working in the Private Study/Inclusion area.
  - a) Be a key member of the Pastoral Support Team
  - b) Be responsible for the day to day operation of the Private Study/Inclusion area and the individual students within it dealing with student issues, including:
    - i. Behaviour
    - ii. Social and emotional
    - iii. Health and sickness
    - iv. Academic progress
    - v. Attendance
    - vi. Safeguarding
2. To ensure that the needs of all students in the Private Study/Inclusion area are met.
3. To work with the Assistant Headteachers regarding management of the cohort, as appropriate.
4. Lead on particular issues (e.g. uniform, attendance) as necessary and liaise with other pastoral staff regarding specific students and cohorts of students (e.g. Pupil Premium) within the area.
5. To create and maintain a positive ethos within the area.
6. Along with the Assistant Headteacher for Key Stage, to be responsible for the social academic progress of the area and to be proactive in identifying underachievement and implementing positive intervention strategies to address this.
7. To oversee the behaviour management information system for the area and ensure that tutors and teachers are contributing to this effectively.
8. To ensure that school records are fully maintained for the area and that information and guidance is disseminated as appropriate
9. To provide individual support and intervention as appropriate.



10. Identify students needing additional support and liaise with the Pastoral area and SENDCO where appropriate
11. To ensure that students within the area are able and equipped to engage in their learning.
12. To make a direct and informative contribution to the school's behaviour management policy and systems via regular meeting with the Assistant Headteacher and pastoral team.
13. To assist the SLT in monitoring, relevant to the area (patterns of behaviour, repeat issues etc.)
14. To report, as appropriate to the role, to relevant staff including: immediate line manager (AHT), wider SLT, teachers and, indeed, parents
15. To ensure that safeguarding issues are addressed within the area, working with the wider safeguarding team, and the school's safeguarding Officer
16. Participation in wider duties such as; break / lunch duty, detention rota etc. (at the direction of the SLT)
17. Undertake any other duties as reasonably directed by the line manager (assistant Headteacher) or other member of the SLT.
18. To undertake first aid training and administer first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with students who are sick as needed.
19. To remain aware and work within all relevant school working practices, policies and procedures.
20. To attend staff meetings and school-based INSET as required.
21. The post holder is responsible for his/her own self-development on a continuous basis.
22. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns about any student, in line with school policy.
23. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
24. To undertake other duties appropriate to the grading of the post as required.
25. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Prepared by: RLS

Reviewed Date: June 2023



## **PERSON SPECIFICATION**

**Job title:** Private Study/Inclusion Area Manager

**Department:** School based

**Person specification prepared by:** RLS

**Reviewed Date:** June 2023

<b>ATTRIBUTES</b>		<b>HOW IDENTIFIED</b>
<b>Professional qualities and experience</b>	<p>Education to level 3 and / or significant experience working in a context which assists preparation for the role (e.g. police, social services, school based support, HLTA)</p> <p>Experience of working with young people in the 11-19 age group</p> <p>Sound knowledge of educational processes at Key Stage 3/4</p> <p>Enthusiastic about the education of young people.</p>	<p>Application form.</p> <p>Interview.</p>
<b>Leadership Skills</b>	<p>To be able to:</p> <p>Respond to and initiate effective strategies to improve individual student performance</p> <p>Work effectively and positively with others</p> <p>Build, support and work effectively with teams</p> <p>Prioritise, plan and organize effectively</p> <p>Devolve responsibilities as appropriate</p> <p>Liaise effectively with others</p> <p>Report effectively to the line manager (Assistant Headteachers), to the wider SLT and the school's Education Enforcement Officer about progress, welfare, safeguarding, attendance or any other issue in relation to specific students</p> <p>Set high standards and provide a positive role model for students</p> <p>To be open to ideas</p> <p>To be able to support others where necessary</p> <p>To deal sensitively with people and be able to resolve conflicts</p>	<p>Application form.</p>
<b>Decision Making Skills</b>	<p>To be able to:</p> <p>Make reasonable decisions based upon evidence</p> <p>Think creatively and imaginatively</p> <p>Anticipate and solve problems</p> <p>Demonstrate good judgement</p> <p>Prioritise effectively</p> <p>Use initiative effectively</p>	<p>Application form.</p> <p>Interview.</p>
<b>Communication Skills</b>	<p>To communicate effectively, orally and in writing with a range of audiences</p> <p>To negotiate and consult effectively.</p>	<p>Interview.</p>
<b>Self-Management</b>	<p>To be able to prioritise and manage time effectively</p> <p>Work under pressure and to deadlines.</p> <p>To use initiative effectively yet recognise when it is appropriate to involve others in formulating actions, especially with regard to contentious issues or safeguarding issues</p>	
<b>Personal Qualities</b>	<p>Display an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>To enjoy working with young people</p> <p>To be flexible and willing to take on new challenges</p> <p>To have energy, vigour and perseverance, self-confidence, enthusiasm, intellectual ability, reliability and integrity</p>	



### Special Conditions related to the post

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Please complete an application form in full and return to: <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a>
<b>Contact details:</b>	Address: Mrs Vicky Harrison Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
<b>Closing date:</b>	<b>Interviews will be take place on a rolling basis on receipt of suitable applicants.</b> Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.