



# Job Description

## Bournside Base Lead

**Post title:** Bournside Base Lead

**Responsible to:** Assistant Headteacher – Behaviour

**Hours per week:** 37 hours per week

**Working Weeks:** 39 weeks per year

**Contract Type:** Permanent

**Salary:** H23-H25 £24,116 - £25,713 (£28,226 -£30,095 full time equivalent)

### How to apply

To apply for the position please submit a letter of application (no more than 2 sides of A4) to [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) by 9am on Tuesday 16th August 2022.

Interviews will be held on Thursday 18th August 2022.

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

The Bournside Base is integral to the pastoral wellbeing of our students and upholding the behaviour policy of our school. The successful candidate will be responsible for leading the effective day-to-day operations of the Bournside Alternative Provision Unit. The successful candidate must be a motivated and supportive individual that will act as a positive role model for our student body.

### Specific responsibilities

- To lead the operations of the Bournside Base school day including admissions, registers, social times and pastoral support.
- To lead the safeguarding of students attending the Bournside Base, by liaising with the House Welfare Leads and DSL/DDSLs. Be committed to the safeguarding and pastoral support of students in accordance with GSCB guidelines and Keeping Children Safe in Education (KCSIE).
- To lead the Bournside Base as a professionally presented environment, that is conducive to high quality teaching and progress.
- Be enthusiastic with the students attending the centre, encouraging raised aspirations and be able to showcase the centre as an area of 'inclusion' best practice.
- To support the pastoral team in lowering Fixed Term Exclusions (FTE) and Permanent Exclusions including analysing the impact of intervention on student behaviour and progress.
- To liaise with Heads of House (HoHs), attendance and the welfare teams to support up to date welfare records using school IT systems.
- To lead on creating student reintegration plans whilst liaising with parents, HoHs and the welfare team to ensure students are set daily/weekly/termly targets.
- To lead on building links with external agencies and employers to support students in gaining work experience placements.
- To create links to post 16 courses and successful student transition, thus minimising the risk of students becoming NEET.

- Support the teaching of students during core lessons in the Bournside Base by ensuring the school's behaviour expectations are upheld.
- To lead on delivering courses to enrich the students and help them gain additional qualifications. For example, Landscaping, Art, Strength and Conditioning and all other Bournside Base enrichment activities.
- Proactively communicate with parents/carers on a regular basis by telephone, email and face to face meetings regarding progress.
- Support students at key transition points in school e.g. Year 9 options, careers.
- Fulfil all other reasonable tasks requested by SLT/HoHs.

### **Special conditions**

This job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



# Person Specification

## Bournside Base Lead

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Relevant educational qualifications at school/college/university</li> </ul>	<ul style="list-style-type: none"> <li>A detailed understanding Gloucestershire Safeguarding Children Executive (GSCE) guidelines and Keeping Children Safe in Education (KCSIE) and other relevant legislation</li> <li>Understanding of the various software systems used in the pastoral area of the school's work.</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Experience of working within an educational setting</li> <li>A demonstrable commitment to improving the life chances of pupils who may be disengaged from school.</li> <li>Experience of dealing with students with a range of pastoral, mental health or safeguarding issues</li> <li>A proven willingness to help with the life of the school beyond the specific requirements of the role.</li> <li>Experience in dealing with a wide range of external agencies and other stakeholders.</li> <li>Experience of responsibility for providing links to post 16 course and successful student transition.</li> <li>Able to manage the behaviour of students who may be disengaged from mainstream school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching either in a classroom or other environment</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Efficient, timely and highly accurate record keeping and management of student information</li> <li>Highly trustworthy, acts with discretion at all times and respects necessary confidentiality.</li> <li>Remains calm and effective in a high-pressured environment</li> <li>Is hard working</li> <li>Proactively develops links with other organisations</li> <li>Communicate confidently with students, parents and outside agencies, leading discussions and formal meetings where necessary.</li> </ul>	

	<ul style="list-style-type: none"><li>• Work efficiently with others in the organisation</li><li>• Able and willing to follow instructions from line managers and other senior leaders.</li><li>• Thinks strategically (about the best way to develop the APU and to provide bespoke support for individual pupils).</li><li>• Able to work independently, with a high degree of autonomy; independently identifies problems and their solutions.</li><li>• Promotes a positive outlook for students</li></ul>	
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