



Reintegration Centre Supervisor

Recruitment Pack - Oct 2024



**CHELTENHAM
BOURNSIDE
SCHOOL**

“ Inspiring lives through learning



Welcome

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “**a harmonious school**”.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of +0.52*** places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a dance studio, a large library, modern spacious English and Maths blocks, 12 new and further refurbished science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, OFSTED commented on the “**strong sense of community for both staff and pupils**” and that “**pupils are ready for learning and engage well with teachers and other adults.**” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - recruitment@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher



*Results of academic year 2022-23



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Overview

Bournside Reintegration Centre Supervisor

Start date: January 2025

Grade/pay scale: F6-12 - Actual salary: £21,032 - £23,257 Based on: £23,893- £26,421
(Pay award pending)

Contract: Permanent, 37 hours per week, 40 weeks per year (term time plus 1 week in the summer holidays to be spread over 2 weeks of working half days)

Working pattern: Monday, Wednesday and Friday 8:00am – 3:30pm
Tuesday or Thursday 8:00am - 5:00pm with the other day being 8:00am - 4:00pm (includes 30 mins unpaid break each day)

Responsible to: Assistant Headteacher

Purpose

An exciting opportunity has arisen to join Cheltenham Bournside School as a **Reintegration Centre Supervisor**. The Bournside Reintegration Centre (BRC) was opened in 2019 and has been an integral aspect of upholding our robust behaviour policy ever since. The purpose of the BRC is to provide short-term intervention to enable students to be integrated to mainstream lessons and ultimately ensure we minimise disruption to maximise teaching and learning.

Reporting to the **Assistant Headteacher** and working closely with the **Senior Leaders, Heads of House, Welfare and SEND teams**, the successful candidate will be responsible for the students admitted to the room including behaviour, administrative tasks and liaison with pastoral staff and teachers to support the reintegration to mainstream lessons.

Closing date: Monday 4th November, 2024 at 9.00am

Apply online: www.bournside.gloucs.sch.uk/school-information/careers-at-bournside

Please note - We reserve the right to interview and appoint prior to the closing date.



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Job description

Bournside Reintegration Centre Supervisor

We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

Specific to the role

- To lead the implementation of the school's Behaviour Policy and Ladder of Consequences through the provision and protocols of the Bournside Reintegration Centre (BRC)
- To liaise with the Senior Leadership Team (SLT) and pastoral staff on student admissions to the BRC and reintegration to mainstream lessons
- To be responsible for maintaining up to date and accurate records relating to admissions to the BRC and reintegration to mainstream lessons using the school's IT systems
- To lead the daily provision of the BRC, including the separate social time and extension to the school day
- To lead the communication of scheduled admissions to the BRC with key staff and parents/carers
- To lead the support of staff with restorative practice and student reflection within the BRC
- To plan and implement targeted, differentiated work packs for students within the BRC
- To lead the completion of student reintegration plan documentation
- To lead the BRC student referral process
- To report safeguarding concerns directly to the designated safeguarding lead
- To administer the school's onsite pre-loved uniform shop
- To lead the administration of pupil premium

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. 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. You may be required to carry out other duties commensurate with your role.



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Personal and professional conduct

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for the conduct of education professionals.

School employees uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions and adhere to the school's Health and Safety policy and Child Protection and Safeguarding policy
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- Any member of staff who leads or is a supporting member for a trip or visit, should abide by the school's code of conduct for school trips and visits, which can be found in Public Documents

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

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Person specification

Bournside Reintegration Centre Supervisor

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

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Excellent literacy and numeracy skills (minimum of grade 4/C at GCSE or equivalent) in both English Language and Maths 	<ul style="list-style-type: none"> Additional SEND Teaching Qualifications - Primary or Secondary Post 16 Qualifications
Experience, understanding and knowledge	<ul style="list-style-type: none"> A commitment to safeguarding and the welfare of students Experience of working in an educational organisation or similar professional setting Good working knowledge of basic IT skills An understanding of alternative school provision and agencies that work with young people that exhibit challenging behaviour Excellent communication skills and the ability to engage/motivate young people 	<ul style="list-style-type: none"> Behaviour management training
Personal qualities	<p>These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community</p> <p style="text-align: center;">Ambition</p> <ul style="list-style-type: none"> Shows enthusiasm to excel in their role Takes initiative to identify and pursue opportunities for growth and improvement <p style="text-align: center;">Curiosity</p> <ul style="list-style-type: none"> Possesses a natural curiosity and desire to learn new things Approaches challenges and opportunities with an open and curious mindset <p style="text-align: center;">Pride</p> <ul style="list-style-type: none"> Punctual and reliable Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines <p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives Is committed to serving the needs of students, parents, and the school community with purpose and intentionality <p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> Shows empathy and understanding towards the needs and perspectives of others Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment <p style="text-align: center;">Support</p> <ul style="list-style-type: none"> Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources Provides encouragement and support to students, colleagues, and parents to help them achieve their goals 	





Supporting information

Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options, access to National Online Training resources, regular CPD breakfasts, departmental development time, focused workshops, and time for performance management and review.

We are also happy to discuss support to complete further academic study and professional qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023



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Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement/term time only working options
- Free one-to-one wellbeing support with a qualified psychotherapist and coach
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discount scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily)

Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights
- Provision of all necessary IT equipment



Lottie, our School Therapy Dog



**CHELtenham
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We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”

“strong sense of community for both staff and pupils”

“the school curriculum is ambitious”

“inclusive environment”

- Ofsted, 2022



“Inspiring lives through learning