



Candidate Information Pack

Referral Room Manager

The Birley Academy, Sheffield



L.E.A.D. Academy Trust



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About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff



Message from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.

Victoria Hall, Headteacher



About The Birley Academy

The Birley Academy is a popular secondary academy in the southeast of Sheffield. We have a modern building set on a pleasant campus with excellent facilities.

We believe that our students are entitled to nothing but the best and are fully committed to transforming the school into an exceptional place to learn.

We can offer you students who are keen to become their best selves; student who will make you remember why working in a school is so special; staff who are hardworking and who want the best for our school; a leadership team who are passionate and dedicated to making The Birley Academy brilliant and a supportive and aspirational Trust.

Our vision is simple: to ensure that we constantly challenge ourselves and our students to aspire to our very best, enjoying learning and being active members of the learning community. As part of the L.E.A.D. Academy Trust, we work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our students.





Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Competitive salary

All Trust roles* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

Employee assistance programme

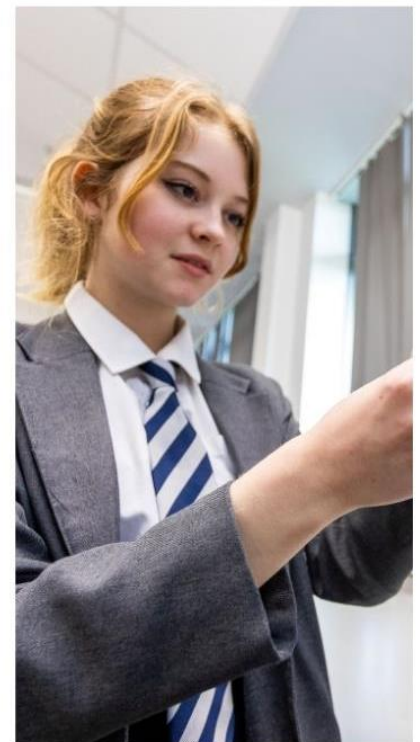
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."

Becky Hyder,
Safeguarding Compliance
Lead

**With the exception of
Apprenticeships*

*“Leaders are
dedicated to
ensuring pupils
are safe and
well cared for.”*

*Ofsted report,
March 2023*



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: hr@birleysecondaryacademy.co.uk

CLOSING DATE: 25th October 9am

INTERVIEWS: We expect interviews to take place week beginning 4th of November

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: hr@leadacademytrust.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Deputy Headteacher,
Huntingdon Academy



Job description

Key responsibilities and accountabilities

Referral Room Manager

Salary: NJC 19-24 (41 weeks per year, 37 hours per week)

Line Manager: Assistant Headteacher

To start: As soon as possible

Under the direction of the Senior Leadership Team, this role will be accountable for the leadership and management of the Referral Centre. This role will contribute to the provision of an effective environment for teaching and learning by securing the highest standards of behaviour from pupils in the Academy by:

- Supporting implementation of the Behaviour Policy
- Leading and managing the Referral Centre
- Supporting improvements in pupil punctuality, attendance and behaviour
- Reducing disruption
- Raising pupil ambition, achievement and progress.

Key responsibilities

The Referral Centre Manager will ensure:

- Pupils work in silence for the duration of their time in the Referral Centre.
- Pupils comply with the Referral Centre curriculum so that no learning time is lost.
- That the entrance and exit of pupils to the Referral Centre is well-managed with a clear rationale recorded for their referral including potential next steps (re-integration back into lessons, exclusion, screening for unmet need, referral to the internal alternative provision, etc).
- Work produced by pupils is of a high quality.
- The writing of a Personal Support Plan (PSP) meets the needs of a pupil with repeat referrals to the Referral Centre.
- Staff complete a restorative justice conversation with the referred pupil before their return to class to avoid future referrals.



Effective systems are in place to stop repeat referrals to the Referral Centre

- Pupils who are in the Referral Centre for a second day are escorted from the line-up in the playground at the start of each day and/or met when they arrive on site.
- Pupils are escorted off-site in an orderly manner at the end of the school day.
- Pupils receive supervised breaks and lunch.
- There is strong communication with parents/carers and staff to avoid future referrals.
- A daily update of referrals is provided to the Senior Leadership Team (SLT) detailing individual pupil behaviours.
- A weekly update of referrals is provided for review and analysis at SLT meetings.
- Staff receive weekly feedback around the reasons for referrals and strategies to address emerging patterns.
- Systems for registering the pupils, informing parents/carers and ensuring all the administration including the tracking, assessments and logs are completed in a timely manner.
- The curriculum leaders (CLs) contribute to the development of the Referral Centre curriculum for pupils, including blended learning.
- Effective communication with the staff on duty supports the operational management of the Referral Centre.

Relationships and Partnerships

- Develop strong relationships and effective working arrangements with Trust and school staff.
- Work with individual staff who require support with behaviour management.
- Establish effective partnerships with other relevant professional organisations.
- Respond to staff, student, parents and other stakeholder queries in a timely and professional manner.

Accountability

- Be accountable for behaviour and outcomes for pupils during their time in the Referral Centre.
- Report findings of the Referral Centre on a regular basis and as required to the Senior Leadership Team.

Other Responsibilities

- Champion the Trust's principles of 'Lead', 'Empower', 'Achieve' and 'Drive'.
- Contribute to the wider life of the Trust and the L.E.A.D. community.
- Comply with policies relating to safeguarding and child protection, health and safety, confidentiality, and data protection, reporting all concerns to a nominated person.
- Work within school policies and procedures.
- Contribute to the provision of an effective environment for learning.



- Participate in appraisal, training and professional development opportunities as required to fulfil the role.
- Support the promotion of positive relationships for parents and outside agencies.
- To act as a First Aider.
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable.
- Undertake other duties consistent with the scope of the post and within the competence of the post holder as required, in accordance with the Academy's aims and objectives.
- Carry out any such duties as may be reasonably required by the Trust.

Records Management

- All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.
- As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to any relevant national standards and other requirements of the professional role.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and update from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

	Essential/ Desirable
QUALIFICATIONS	
5 A*- Cs or 9 - 5 grades at GCSE including English and Maths.	E
Level 3 qualification (NVQ Level 3 or A Level)	E
A degree qualification or equivalent	D
Evidence of Continuous Professional Development in behaviour management training.	D
EXPERIENCE	
Proven track record of securing a successful and positive culture.	E
Outstanding behaviour management practitioner	E
Experience of leading behaviour.	E
Experience of undertaking school behaviour management audits	D
Coaching and mentoring colleagues	D
Able to demonstrate substantial and successful experience of inclusive practice	E
Proven experience of effective collaborative working and stakeholder engagement	E
Effective use of ICT packages, especially Word, Excel, Outlook and Microsoft Access, as well as Explorer and databases.	E
Effective use of e-mail systems/online platforms.	E
Experience of SIMS computerised systems.	D
Experience of gathering and analysis of information.	D
ABILITIES, KNOWLEDGE AND SKILLS	
Up to date knowledge in behaviour management including national policy, behaviour management strategies, inspection findings and statutory requirements	E
Knowledge and understanding of key partnerships and processes that meet the needs of children and young people	D
A profound understanding of the elements which comprise effective behaviour management	E
Strong interpersonal and communication skills	E
Well-developed coaching and mentoring skills	D
The ability to embrace, adopt and put in to practice the school's approach to behaviour management	E
The ability to develop, maintain and nurture positive professional relationships and work effectively with staff of varying experience	E

	Ability to work effectively and sensitively with a range of groups and individuals.	E
	PERSONAL ATTRIBUTES	
	Commitment to working flexibly before and after school hours as required.	E
	An inspiring leader with personal drive and tenacity to motivate, empower and support individuals	E
	Confident and willing to challenge traditional assumptions	E
	Energetic, enthusiastic and resilient, along with being action and solution focussed	E
	Highly organised, literate and articulate.	E
	Politically sensitive in the complex environment of safeguarding	E
	Committed to self-development and the development of others	E
	Highly resilient and determined in the face of challenges	E
	A passionate belief in the school's mission statement.	E
	Highest levels of professional and personal integrity.	E
	Personal resilience, persistence and perseverance.	E
	A strong belief in the value of education in developing citizens.	E
	A strong commitment to the Trust value of 'Lead'.	E
	A strong commitment to the Trust value of 'Empower'.	E
	A strong commitment to the Trust value of 'Achieve'.	E
	A strong commitment to the Trust value of 'Drive'.	E
	Commitment to support L.E.A.D. Academy Trusts agenda for safeguarding and equality and diversity.	E



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

L.E.A.D. Academy Trust
5a The Ropewalk
Nottingham
NG1 5DU

Email address:

hr@leadacademytrust.co.uk

Phone number:

01142 392531