



Consequences Co-ordinator

Closing Date: Wednesday 1st February 2023, at 9am

Recruitment Information Pack

Filey Secondary School

Muston Road, Filey YO14 0HG

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

Michelle Britton Headteacher

Coast and Vale Learning Trust: Our Schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Application Process

The closing date for all applications is **Wednesday 1st February 2023, at 9am**

Interviews will be held week as soon as possible after the closing date

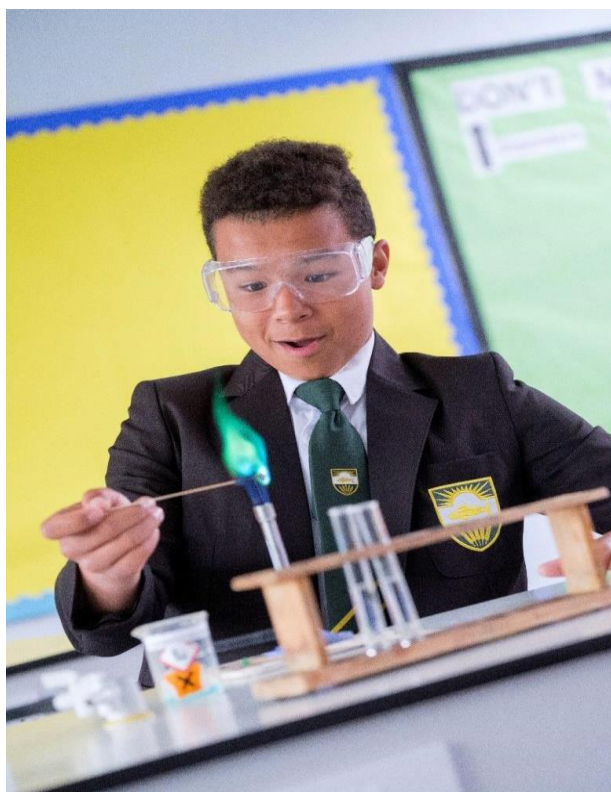
Completed applications must be returned to Danielle Rowley Recruitment Assistant at recruitment@coastandvale.academy

If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy



Coast and Vale Learning Trust

JOB DESCRIPTION

POST:	Consequences Co-ordinator
GRADE:	Grade F
RESPONSIBLE TO:	Senior Pastoral Manager / Headteacher
STAFF MANAGED:	None
POST REF:	
JOB PURPOSE:	<p>To have overall responsibility for coordinating the operation of our consequences room and working with the pastoral team in maintaining high expectations of students' achievement and progress.</p> <p>To provide support and guidance to students by removing barriers to learning to promote effective participation, enhance individual learning and raise aspirations so they achieve their full potential.</p> <p>To produce comprehensive, accurate and up to date reports on student behavioural data for a variety of audiences including teaching staff, the pastoral team, SLT and Governors.</p>
JOB CONTEXT:	<p>Works within the school to promote and contribute to a coordinated approach to all students' personal, social and educational development by supporting, guiding and monitoring their progress with regard to their behaviour and in line with the school's 'climate for learning' strategy</p> <p>Enhanced DBS clearance required</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none">• To provide support and guidance to students by removing barriers to learning to promote effective participation, enhance individual learning and raise aspirations so they achieve their full potential.• To coordinate and supervise students who have been placed in our consequences room, internal exclusion or School to school placements.• To coordinate and manage administration pertaining to the consequences room. Maintain the highest standards of behaviour and discipline in the room in accordance with school policy.• To liaise with Pastoral Support Workers, HOY and Senior Management in regards to room removals and the processing of internal exclusions / School to School referrals• Maintain appropriate records of discussions with students, and reporting to the relevant staff.• To provide half-termly statistical reports and analysis on room removals and internal exclusion referrals.

	<ul style="list-style-type: none"> • To maintain accurate records and update the school information management system with accurate information regarding internal exclusion and room removals. • To ensure students are following programmes of work during internal exclusion in liaison with Heads of Faculty so that student learning is maximised. • To develop restorative practices to modify and improve behaviour and improve relationships between students and staff. Complete the appropriate records and communicate with staff. • Challenge and motivate students to promote and reinforce high levels of self-esteem. • To always implement and embed a culture of respect and compliance for any students who are in the consequences room • To support meetings specific to internal exclusion and behaviour management strategies. • Support student management strategies and policies of the school and undertake additional duties (when no student has been referred) e.g. On call, in-class behaviour support, student mentoring • To assist with general order in social areas and corridors during lessons and/or at change over times. • To undertake special projects / assignments relating to students' behaviour under the direction of Director of Inclusion. • Delegated responsibilities to work with external agencies and for the effective management of contacts with parents/carers • develop, implement and monitor intervention strategies in conjunction with other colleagues, outside agencies and parents as appropriate • provide pastoral support, advice and guidance to students in need proactively support the behaviour and climate for learning policy.
Communications	<ul style="list-style-type: none"> • To communicate to staff in advance the daily consequences/internal exclusion register to ensure appropriate work is set • Communicate with students upon their arrival at the consequences room to set expectations for their time in the consequences room; including directing them to a designated working area and ensuring they can access curriculum resources, providing relevant guidance. • Communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school
People / Resource management	<ul style="list-style-type: none"> • Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate

	<ul style="list-style-type: none"> • Know about data protection issues in the context of the role • Maintain confidentiality as appropriate
Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. • Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.
Data Protection	<ul style="list-style-type: none"> • To comply with policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust's Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	August 2022

PERSON SPECIFICATION

Consequences Co-ordinator

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Experience</p> <ul style="list-style-type: none"> • Able to manage student behaviour to ensure a constructive working environment in accordance with the school behaviour policy • Able to relate well to young people and foster an atmosphere of mutual respect. • Willingness to participate in training / other learning activities and performance development as required 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Well-developed interpersonal skills to be able to relate well to a wide range of people including youngsters. • Confident in the use of IT • Good communication skills • Problem solving skills 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Good literacy / numeracy skills equivalent to a GCSE Grade C and above. • Evidence of further education, training, or personal development 	<ul style="list-style-type: none"> • First aid qualification
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Dependability and reliability • Ability to work successfully as part of a team whilst also being able to demonstrate initiative • Positive and optimistic approach • Ability to meet deadlines • Professional integrity and honesty 	
<p>Other requirements</p> <ul style="list-style-type: none"> • To be committed to the trusts policy and ethos • To be committed to continual personal development • Ability to understand the appropriate relationship and personal boundaries with children and young people • Enhanced DBS clearance required 	