

The **GALLERY TRUST**

A community of special schools



Bloxham Grove
ACADEMY

**Sports Coach/Pastoral Support Worker
Candidate Information Pack
January 2024**



Bloxham Grove
ACADEMY

Thank you for your interest in the post of Sports Coach/Pastoral Support Worker at Bloxham Grove Academy. I am delighted that you are considering joining us at this very exciting time in the opening stages of our new academy.

We are seeking an inspirational individual who can deliver excellent sports coaching to our students with SEND and who can demonstrate flexibility by supporting students as a Pastoral Support Worker.

Bloxham Grove Academy is a brand-new special free school which is currently under construction in Bloxham, near Banbury, and will open in January 2024. Our new building will have first-class facilities in a rural location. Both the building and the academy's outdoor space give us many opportunities to learn in state-of-the-art facilities and in the local countryside. This will create a very special environment for our community to use and enjoy.

The academy will provide exemplary education and care for students with Cognition and Learning needs, Autism Spectrum Condition, and Social, Emotional and Mental Health needs. By year 4 of its opening, Bloxham Grove will have 100 students on roll between the ages of 7 to 18 and we will be delivering exceptional learning experiences to students across the Key Stages 2, 3, 4 and 5.

We will be moving into our new building in January 2024 with 55 students, 22 of which will transfer from our pre-opening cohort who are being educated in Trust schools from September 2023.

This is a truly exciting opportunity to join the inaugural staff team at Bloxham Grove Academy, and to play a vital and integral role in the development of our fantastic new school.

I look forward to receiving your application.



Charlotte Roberts
Head Teacher

Sports Coach/Pastoral Support Worker
Grade 9
Actual Salary £22,892 - £24,986 per annum
(FTE Salary £30,151 - £32,909 per annum)
32 hours per week, 39 weeks per year: term time only plus inset days

To Start January 2024

Bloxham Grove Academy is seeking to appoint a Sports Coach/Pastoral Support Worker who can deliver high calibre sports coaching to students and who can demonstrate the flexibility to also work with students as a Pastoral Support Worker.

Bloxham Grove Academy is a new school opening in January 2024 in Bloxham, near Banbury, with 55 students on roll. Students will have a range of Special Educational Needs and Disabilities, including Cognition and Learning Needs, Autistic Spectrum Condition, and Social, Emotional and Mental Health needs. By year 4 of its opening, Bloxham Grove will have 100 students on roll between the ages of 7 to 18 and we will be delivering exceptional learning experiences to students across Key Stages 2, 3, 4 and 5.

The dual role of a Sports Coach and Pastoral Support Worker involves setting appropriate boundaries for students, supporting with their teaching and learning and pastoral care to get the best possible outcomes. The role will work across the whole school, working with our students who have a range of Special Educational Needs and Disabilities, primarily as a sports coach but also as a PSW. The successful candidate will have a good understanding of the barriers to learning for students with SEND and will demonstrate a resilient and instinctive approach in meeting our students' needs. You will have a passion for coaching, and you will also be enthusiastic about supporting students within the class environment, as well as contributing to specific interventions designed to encourage engagement with learning and development of social and independence skills.

The successful candidate will demonstrate the following abilities:

- The delivery of coaching for a range of sports
- Supporting teaching colleagues with the delivery of the curriculum and bespoke pathways for individual students
- Working closely with colleagues, other professionals and families
- Promotion of high standards
- A resilient and instinctive approach in meeting our students' needs

Additionally, you will be:

- Committed to and be able to promote the aims of the academy and the values of the Trust
- Committed to the welfare, wellbeing and safeguarding of students

If you share our passion for making a real difference to the lives of children and young people with special educational needs and disabilities this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values, which can be found on our website. For further information about the school, please visit our website at <https://bloxhamgroveacademy.co.uk/>

Benefits of working at Bloxham Grove Academy, part of The Gallery Trust, include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in the Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Perk Box - a discount and wellbeing platform membership

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies
- Free car parking and cycle storage

Application Process

The details of this post are contained in the candidate information pack, which is available at <https://bloxhamgroveacademy.co.uk/working-for-bloxham-grove-academy/> or at <https://thegallerytrust.co.uk/recruitment/current-vacancies/> You will be able to download the Gallery Trust application form from either of these pages. To apply for this post, please email application@thegallerytrust.co.uk your completed Gallery Trust application form.

Closing Date: Sunday 8 October 2023, 4pm

Provisional Interview Date: Tuesday 17 October 2023. Interviews will take place in a Trust school in Oxford.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

Bloxhamham Grove Academy is an academy within The Gallery Trust. The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for students and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust, with a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

Sports Coach/Pastoral Support Worker

Job Description

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose:

To plan, deliver and monitor a coordinated programme of high quality, professional coaching that is progressive and reflective of the needs of our pupils, and supports the aim of increasing participation in PE and school sport by all pupils at the Academy.

To assist and support the Head Teacher and teaching staff in providing high standards of pastoral care and teaching and learning across the curriculum and to promote The Gallery Trust's vision and ethos.

The job description involves:

Teaching and Learning

- Preparing and implementing a well-structured and progressive coaching programme, ensuring a high quality, enjoyable coaching experience which is centered on the needs of our pupils
- Ensuring the coaching programme links the Academy and the wider community, and aims to provide increased opportunities for children to participate in sport and physical activity
- Delivering PE via a range of physical activities which aim to engage and promote health and well-being for all
- Organising and facilitating inter-school and intra-school sporting competitions for children
- Maintaining appropriate records and preparing monitoring reports
- Being a role model; creating a positive and fun environment in which to motivate and encourage children to participate in sport and physical activity
- Taking positive steps to identify and overcome barriers to participation amongst children, prioritising access and inclusion
- Attending appropriate professional development courses as identified
- Establishing contacts with outside sporting bodies to ensure signposting opportunities are made available to specific groups or individuals
- Completing written reports and records of behaviour for students as necessary

- Ensuring the PE curriculum is designed around the SEND of our children so that it enables them to meet their specific physical education targets on their EHCPs
- Working within our ethos to positively manage behaviour, recognising that praise and reward are the most effective behaviour management tools
- Taking small groups of children out of the classroom to use sports and physical activity as a learning method
- Identifying triggers of specific behaviours during PE lessons
- Using sports as a method of de-escalating situations
- Assisting with maintenance of sports equipment
- Giving feedback on pupil progress to the class teacher and contributing ideas for targets and planning

Pastoral Support

- Manage and deliver pastoral and therapeutic support to pupils and be responsible for preparing children emotionally and physically to engage with teaching and learning
- Engage in restorative training and be a champion of restorative practice
- Address the needs of pupils who need particular help to overcome barriers to learning
- Provide support for pupils within the class
- Provide behavioural support for pupils on an on-call basis
- Manage and provide accurate and detailed feedback, reports and data linked to pupil achievement, progress, behaviour and other matters using a range of ICT packages
- Attend and contribute to internal and external meetings, representing the school in a professional manner and taking minutes
- Prepare specific documentation relating to students (for example, Positive Response Plans, Positive Handling Plans, Risk Assessments)
- Use Team-Teach and model this to colleagues across the school with the support of lead practitioners in this area at the Academy
- Deliver, review, evaluate and record pupil interventions, assessing pupil response and progress
- Manage the supervision and support of pupils who are unable to work in class, who are not working to the usual timetable and to work with colleagues to reintegrate them back into class
- Use creative, innovative and imaginative ideas to engage students during free association
- Provide support to parents, carers and families, including making home visits
- Attend to pupils' personal needs and care, and provide advice to assist in their social, health and hygiene development
- To be responsible for first aid and medical treatment of students, including risk assessments and liaison with medical professionals, disseminating medical protocols and ensuring that emergency first aid is carried out
- To be responsible for key working specific children, supporting with their education, liaising with parents/carers and being a point of contact for external professionals.
- Observe The Gallery Trust's Safeguarding Policy and other policies to ensure compliance with school and statutory procedures
- Administrative support, e.g. completing paperwork, correspondence, filing and communicating with stakeholders through email, telephone, etc.
- Attend meeting and reviews
- Manage record keeping systems and processes

Standards and quality assurance:

- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in Performance Management and appraisal
- Meet deadlines

Specific responsibilities

In addition to the duties outlined, you may be responsible for the following:

- Support in the delivery of specific key stage interventions
- The physical management (restrictive physical interventions) of pupils, following appropriate training
- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits
- Undertake tasks and duties as requested by the Head Teacher

General Responsibilities:

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Academy's policies and procedures

**Selection Criteria
Sports Coach/PSW, Bloxham Grove Academy**

	Essential	Desirable
Professional Qualifications	Level 2 qualifications or equivalent	Level 3/ 4 qualifications Qualifications linked to SEN Team Teach Trained
Experience	<p>Experienced in coaching/working with children or young people within an educational or sports club setting</p> <p>Experience of working with children and young people in an educational or therapeutic context</p> <p>Experience of working with children and young people in 1:1 and group situations</p> <p>Experience of liaising with external professionals and agencies</p> <p>Experience in preparing and delivering learning activities to children and young people</p>	<p>Previous experience working in a school environment</p> <p>Previous experience working with SEN</p> <p>Experience of working with or caring for children of relevant age</p> <p>Previous experience working in a therapeutic role</p> <p>Previous experience of restorative practice</p> <p>Delivering specific interventions to children and young people</p> <p>Delivering training on specific areas</p> <p>Mentoring children and young people</p> <p>Experience of preparing Risk Assessments</p>
Professional Knowledge & Skills	<p>Understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts</p> <p>Willingness and ability to undertake physical management of pupils, following appropriate training</p> <p>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.</p>	<p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>General understanding of National Curriculum</p> <p>First aid trained</p>

	<p>Ability to take an active role in the leadership of PE lessons</p> <p>Ability to work restoratively</p> <p>Ability to respond flexibly to situations and to demonstrate good judgement</p> <p>Knowledge of, or willingness and ability to be trained in, Team Teach (restrictive physical interventions)</p> <p>Resilient personality with the ability to work with children and young people who demonstrate challenging behaviour</p> <p>Ability to comprehend and observe the Academy's policies and procedures as well as relevant legislation</p> <p>Ability to engage with academic research and communicate findings at a professional level</p> <p>Willingness to undertake personal care</p> <p>Effective use of ICT to support learning</p>	
<p>Personal Skills and Qualities</p>	<p>Ability to establish and maintain positive relationships with key stakeholders, including pupils, colleagues, parents, carers and external agencies</p> <p>Good organisational skills</p> <p>Good communication skills</p> <p>Ability to work collaboratively and constructively in a team</p> <p>Commitment to safeguarding and the welfare of children and young people</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Strong commitment to raising standards</p>	<p>Full driving license</p>