



# CANDIDATE INFORMATION PACK

## CURRICULUM SUPPORT OFFICER - MATHS OR SCIENCE DEPT

### Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn.
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and to the USA
- Opportunities for CPD through our partnership with Eton College
- We actively seek to further the careers of our staff and to promote from within where possible.
- The (optional) opportunity to become involved in the boarding life of the school for additional payment





# LETTER FROM THE HEAD MASTER

*Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education.*

Dear Colleague,

Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best universities in the world, including Russell Group and Oxbridge. Our students are happy, well-motivated and are making exceptional progress. Our school is a



community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.

Schools are not defined by OFSTED and, whilst we are exceptionally proud of our Outstanding OFSTED rating and the Good rating of our boarding provision, we are also continually working to be the best school which we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school. Behaviour is impeccable*
- *The school's pastoral system is a real strength*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life*

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Twitter feed (@holyoportcollege) will help you to get a further flavour of the school. We are happy to arrange visits to the school for prospective candidates and, should you have any questions at all or if you would like to arrange a visit, please do not hesitate to get in touch.

**Ben McCarey**

hmpa@holyoportcollege.org.uk

*Holyport College welcomes speculative applications from suitably qualified individuals at any time.*



## JOB DESCRIPTION

### CURRICULUM SUPPORT OFFICER - MATHS OR SCIENCE DEPT

**REPORTS TO:** Head of Maths or Head of Science (with support from the Assistant Head, Curriculum Support)

**START DATE:** As soon as possible

**SALARY:** FTE 1.0 £18,970 to £19,524

We are considering 2 options:

Monday to Friday 8.30am to 3.45pm, *term time only including inset days*, actual annual salary £14,236 to £14,652

Monday to Thursday 8.30am to 5pm and Friday 8.30am to 3.45pm, *term time only including inset days*, actual annual salary £15,502 to £15,955

#### PURPOSE OF THE POST

To complement the professional work of teachers by taking responsibility for agreed learning activities under a system of supervision and to provide support to the pastoral team in the daily care of students. We are seeking a Curriculum Support Officer, to be based either within our Maths or Science departments, to:

- Be proficient in the four areas of SEND (Cognition and Learning, SEMH, Communication and Interaction and Sensory/Physical)
- Prepare and deliver numeracy or science-based learning activities for students, recording and reporting on student progress and development
- Promote the inclusion and acceptance of all pupils within the classroom and advocate for the College's most vulnerable students
- Establish warm, empathetic and productive relationships with all pupils but especially those with additional needs, acting as a role model and setting high expectations
- Be responsible for the delivery of provision and support as documented within Education, Health and Care Plans

#### THE DEPARTMENT

Holyport College is committed to identifying and supporting students with specific educational needs and actively seeks to enable students to understand their own learning needs and identify strategies to enhance their learning outcomes. We also provide support with organisation and life skills as well as management of anxiety and social needs and support with English as an additional language. We prioritise a culture of inclusion and diversity in which all students are able and expected to participate fully in the life of the school.



The Curriculum Support Department at Holyport College is composed of 12 dedicated, well-trained internal members of staff, who possess a variety of specialisms. Our provision is supplemented by a number of highly qualified external practitioners. The department is situated in the Winton building, which includes teaching and intervention rooms.

Students with specific learning needs are well-supported and make good progress. Every student learns in their own way and the Curriculum Support Department gives students the support required to assist with the demands of learning, sometimes with small groups or one-to-one intervention or via drop-in sessions. In-class support, additional to High Quality Teaching, is provided for students in receipt of an Education, Health and Care Plan where it is detailed as part of the student's plan.

The Department works closely and collaboratively with academic and pastoral (incl. behaviour) staff as well as parents to provide support to students with additional needs. Staff within the Department are central to a student's well-being and happiness as well as academic success and we are proud of the work we undertake. We are a well-functioning team who uphold values such as proactivity, flexibility and positivity.

The Department is responsible for supporting teachers to ensure that the needs of all students are met and ensures that strategies for individuals are appropriate. We provide training for all teaching staff on Curriculum Support matters and we work closely with the College's Examinations Officer to ensure that the correct access arrangements are in place. The Department ensures that Education, Health and Care Plans are accurately implemented.

## **KEY RESPONSIBILITIES**

- Work with teachers and pastoral team to ensure students have access to the curriculum and are empowered to make progress
- Implement support strategies within the classroom for students with additional needs so that they can learn as effectively as possible, for example:
  - Clarify and explain instructions
  - Help pupils to concentrate on and finish work set
  - Develop appropriate resources to support the pupils
  - Motivate, encourage and develop a good working relationship with students
- Deliver high-quality one-to-one and small group support using structured interventions
- Help students develop independent learning skills and manage their own learning
- Develop methods of promoting/reinforcing student's self-esteem
- Contribute to behaviour management of students in accordance with College policy and guidance, including taking statements from students on behaviour matters as directed
- Modify (enlarge) Maths or Science work for two Year 10 visually impaired students (full training will be given)
- Provide academic support and supervision to students who have been unable to remain in lessons for behavioural/emotional reasons



- Meet with individuals or groups of students to discuss academic or social issues
- Implement Exam Access Arrangements for named individuals and invigilate internal examinations
- Participate in the evaluation of the support programme
- Undertake other various responsibilities under the reasonable direction of the Head of Maths or Science, Assistant Head Curriculum Support and Deputy SENCO
- Undertake training and development relevant to the post
- Participate in the College's co-curricular programme of activities

## **COLLEGE CULTURE**

- Support the College's values and ethos
- Help create a strong College community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is committed to achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required



# PERSON SPECIFICATION – CURRICULUM SUPPORT OFFICER - MATHS OR SCIENCE DEPT

## QUALIFICATION CRITERIA

- Educated to Level 3, including Maths and English GCSE at grade C or above
- Specialist SEND or leadership qualifications (desirable)
- Knowledge of specific areas of SEND
- Right to work in UK

## EXPERIENCE

- Experience of working with students with additional needs in schools
- Ability to work sensitively with students with additional needs and their families
- Knowledge of the Code of Practice and other relevant procedures, such as Annual Reviews

## SKILLS AND ATTRIBUTES

The ideal candidate will be energetic, enthusiastic and have a proactive attitude. Compassion, warmth and empathy towards all students, but especially those with additional needs is essential.

A belief in the potential of every student is essential and you must have high aspirations and expectations of self and others and be motivated to continually improve standards.

You must enjoy working as part of a collaborative, supportive team and be willing to contribute to the culture of both department and College

- Experience of working with SEND students and an understanding of their needs
- Genuine passion and a belief in the potential of every student
- Flexible, highly organised and able to multitask and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgement, especially relating to confidentiality and discretion
- Excellent interpersonal skills with students and adults

## OTHER

The post holder must be committed to the safeguarding and promoting the welfare of all students



## APPLICATION INFORMATION

### DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

### EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

### INTERVIEWS

Shortlisted candidates will be interviewed by a panel of senior staff. Subject to schools being open, they may also be asked to teach at least part of a lesson.

### APPLICATIONS

**Closing Date:** Midday on Friday 30<sup>th</sup> September 2022

**We reserve the right to consider applications on receipt and to appoint before the deadline.**

Applications should be returned by e-mail to [careers@holyporthcollege.org.uk](mailto:careers@holyporthcollege.org.uk).

Applications must contain the following:

- A fully completed Application Form;
- A fully completed Recruitment Monitoring Form;
- A fully completed Equal Opportunities Form;

Applicants may also provide a Curriculum Vitae to supplement information given in the Application Form.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.