Additional Regulation Centre (A.R.C) Supervisor

St Augustine's CE High School

Applicant Pack

"The vision of faith, hope and love is central to this school.
The core values of kindness and inclusion are guiding principles."
(OFSTED March 2023)

About St Augustine's Federated Schools

We are a multi-cultural, multi-faith school with a distinctive Christian ethos. In October 2019 the High School and St Augustine's Primary School joined together in a federation to create St Augustine's Federated Schools known as SAFS.

St. Augustine's is a vibrant and successful 11-19, fully comprehensive school in Kilburn where we encourage everyone, to "be the best that we can be". Our students enjoy their school lives, and we try to ensure that decisions are made in the best interests of the students or to improve their learning.

It is our aim that all students leave us with the skills and abilities required to be lifelong learners and positive role models in the community. We are aiming to prepare them to be citizens of the world by teaching shared values and an understanding of the world around them.

Our Christian & Shared Values

St. Augustine's is an inclusive, happy and vibrant learning community that aims to ensure that every student achieves and experiences as much joy as possible during their time with us. By working in partnership with parents and carers we have confidence that our students will practice courage and perseverance in achieving their hopes and aspirations. However, we also recognise that young adults need to build character from within and have good role models. We support this through promoting explicit Christian values which are linked to our school saints:

Who We Are

We want all our community to have equal opportunities to experience "Life in all its fullness (John 10:10)." We are a highly inclusive, voluntary aided, Church of England school, which takes a unique trauma informed approach to student behaviour, engagement and wellbeing. We provide our young people with a world-class, work-related learning experience which results in outstanding outcomes and employment destinations. This vision drives us to constantly seek ways in which we can positively impact on the life chances of our students.

We were founded in 1870 by the parish of St Augustine, Kilburn through Fr. Kirkpatrick the first vicar and Mother Emily Ayckbown of the Community of Sisters of the Church.

Today the school maintains its strong links with the parish and the local community. We are a co-educational fully comprehensive 11-19 school, actively welcoming students whose heritage is from all over the world, whatever their background, belief or ability level. Diversity is our strength, and it is embraced and celebrated here. Our staff come from all backgrounds and walks of life and all members of our community work hard to provide a caring, safe, positive and happy learning environment. We are committed to providing a fair, equitable and mutually supportive leaning and working environment for students and staff.

Faith	Hope	Love
Wisdom Integrity Joy	Courage Curiosity Perseverance	Kindness Respect Inclusion

FAITH HOPE LOVE GROWTH

From our Head of Federation, Eugene Moriarty

Thank you for your interest in St. Augustine's Church of England High school, part of St Augustine's Federated Schools. We are a multi-cultural, multi-faith school with a distinctive Christian ethos who in October 2019 joined with the St Augustine's Primary School to create St Augustine's Federated Schools known as SAFS.

Every student at St. Augustine's is treated as an individual, who we have the highest expectations of in terms of character and educational outcomes. Our motto is "Be the Best that we can be" and we support all of our community to achieve this.

Our recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) said 'The lives of pupils at St Augustine's are transformed because they are nurtured and cherished by skilled, caring and insightful adults in the school. School leaders and staff, motivated by the school's vision, go to exceptional lengths to ensure that pupils, particularly the most vulnerable have hopeful futures.'

We believe that being part of the Federation offers many benefits to both schools and that together we are stronger and better enabling us to share expertise and professional development opportunities across staff teams and to recruit and maintain high quality teaching and support staff at all levels.

From our Head of High School, Rachel Kelly

I would be delighted to welcome you St. Augustine's High School and encourage you to visit us for a tour of our school. St. Augustine's High School provides a safe, nurturing and inclusive environment where all students can thrive academically, socially, and emotionally.

We are proud to be the lead Trauma Informed School in the area, recognising that trauma has a profound impact on learning and behaviour. We work together to create a healing and supportive environment for all students. We believe that every student has the potential to "Be the Best they can Be". We are committed to helping our students reach their full potential and are proud of how this was reported by Ofsted in our latest Inspection (March 2023) who said: "Leaders have high expectations, including for pupils' behaviour. They provide pupils with support and guidance. Pupils are safe, happy and well cared for by staff. Pupils appreciate staff's approach to managing behaviour in a fair and reflective way."

Our mission is to empower each student to develop their unique abilities, interests, and talents through a challenging and engaging curriculum, a supportive and inclusive community, and a culture of excellence and continuous improvement. We are committed to transforming the lives of all our students, through our Christian Virtues of Faith, Hope and Love.

St Augustine's is a special place to work – our culture is collaborative and supportive. Each department works hard towards delivering their objectives but will always make time to support colleagues, sharing knowledge and skills and working together on whole school events. I hope this pack provides you with all you need to move forward with your application. If you are left with questions, please contact our HR Department; we look forward to receiving your application.

Our Benefits

We value the hard work and dedication of all our staff and the impact it has on our ability to achieve our aims and goals. No matter what your role, by joining St Augustine's Federated Schools, you will be making a difference to the lives of young people in our community and the Federation. St Augustine's has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives including:

- Excellent opportunities for continuous professional development and support to progress your career
- Pension scheme (Teachers' Pension Scheme or Local Government Pension Scheme) with generous employer contribution
- 27 days annual leave plus bank holidays (for non-term time only staff), rising to 30 days after 5 years' service
- Lifestyle friendly working arrangements and policies
- Employee Assistance Programme for free and confidential advice
- Cycle to work salary sacrifice scheme
- Interest-free season ticket loans
- Contribution of £20 towards eye tests and £65 towards frames/lenses
- Weekly opportunity to meet with the Headteacher during her 'clinic'
- Staff Well-Being Programme
- Free social events for staff
- Fallow Weeks and regular staff consultation

Federation Ethos & Expectations

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post and to comply with any reasonable request from a line manager to undertakework of a similar level that is not specified in this job description
- To engage actively in the performance review process, addressing appraisal target set in conjunction with the line manager each Michaelmas Term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the Federation
- To play a full part in the life of the Federation community, to support its distinctive aims and ethos and to encourage other staff and students to follow this example
- To support and attend Federation events and support our Church of England vision and ethos
- To adhere to the Federation's Dress Code

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Federation's Safeguarding/Child Protection policies
- To be aware of, comply with and promote all Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Federation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in theEquality Act 2010).
- Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- Action/Report of faults as appropriate

Job Description

Job Title	Additional Regulation Centre Supervisor (A.R.C)
Line Manager:	Deputy Headteacher & KS3 Behaviour Manager
Salary:	Inner London NJC Scale 5 (SCP 12-17) £35,490-£38,180 FTE, PAID PRO-RATA

Main purposes of the job

To co-ordinate the school's Additional Regulation Centre (A.R.C) as part of the school's student behaviour management strategy. To lead and deliver bespoke sessions to students that target, address and educate our students on aspects of behaviour that need support.

General Responsibilities

- To co-ordinate and supervise A.R.C
- To co-ordinate and manage administration pertaining to the A.R.C
- Maintain appropriate standards of behaviour in the room in accordance with school policy
- To liaise with subject teachers, pastoral staff and senior leadership in regards to student referrals
- Conduct interviews with students in the facility to ensure they are aware of the procedures and required standards and to reinforce the reasons for the sanction
- Maintain appropriate records of discussions with students, reporting to the relevant staff
- To communicate to staff the daily internal exclusion register
- To provide half-termly statistical reports and analysis on internal referrals to the A.R.C
- To maintain accurate records and update the school information management system (Bromcom) and Teams with accurate information regarding internal exclusion, and provide Heads of Year with weekly behaviour data
- To develop and co-ordinate programmes of work for students to complete during the A.R.C in liaison with Heads of Curriculum Areas so that student learning is maximised. This will be led by the A.R.C Supervisor using Teams as the forum to communicate.
- To develop restorative practices to modify and improve behaviour and improve relationships between students and staff. Complete exit interviews with students, complete the appropriate records and communicate with staff
- Challenge and motivate students to promote and reinforce high levels of self-esteem
- Liaise with colleagues to ensure students in the facility are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff
- Communicate set work to students and offer help and guidance as required
- To lead parts of 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 liaise with parents/carers and to lead/contribute in meetings where appropriate
- To support the Mother Emily Room (M.E.R) where the timetable allows, for example when there are no referrals made to the A.R.C so the A.R.C Supervisor will be redirected to support the M.E.R, complete mentoring sessions, be available for in-class support, walkabout and support pastoral duties.

GENERAL

- To attend School and relevant wider based training sessions as required or necessary
- To attend meetings and undertake duties as reasonably directed by the Headteacher

OTHER PROFESSIONAL REQUIREMENTS

- Undertake any other duties commensurate with the level of the post, as required by the Senior Leadership Team
- To work according to the School's policies and procedures
- To continue personal development as agreed
- Support the school's Church of England vision and ethos
- To engage actively in the performance review process

EQUALITIES

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their Line Manager, SLT or Headteacher to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

	Essential	Desirable
Qualifications	• GCSE Mathematics and English or equivalent (grade C or above) • Good standard of ICT skills, especially with Microsoft Word and Excel	• Child Protection Level 3 training (training will be given to the successful candidate if required) • Knowledge of Bromcom/Teams
Experience	• Demonstrable knowledge and expertise in implementing safeguarding protocols within an educational setting. • Successful experience of administering student records with high levels of accuracy, within deadlines • Experience of communicating with people both on the telephone and in person • Working with young people of secondary age	• Experience of organising and motivating a team • Experience of dealing with Child Protection issues and/or have experience of what a Trauma Informed School is
Personal qualities	• Ability to use own initiative and have a flexible approach • Ability to cope with stressful situations • Ability to deal with sensitive information in a confidential manner • Ability to work with limited supervision and be able to problem solve • Ability to form and maintain appropriate relationships and personal boundaries with students • Empathy towards young people facing barriers to their learning • Ability to provide a good role model to young people	

	• Excellent communication skills and ability to work in partnership with students, parents, staff and outside agencies • Effective oral and written communication skills • Excellent organisational and administrative skills • Willingness and aptitude to work independently and as part of a team • Enthusiasm and commitment to the aims and objectives of the school	

Equal Opportunities	• A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi - cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community	

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date on our application form (CVs are not accepted).

Thank you for your interest in the St Augustine's Federated Schools. We look forward to receiving your application.

How To Apply

Please visit **https://www.stahigh.org/about-us/our-current-vacancies/** to download our application form. Completed applications should be sent by email to **applications@stahigh.org**.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A supporting statement

Help and Support

If you have any queries, or for help and support completing your application, please contact **applications@stahigh.org**

Safeguarding Notice

The St Augustine's Federated Schools are committed to ensuring the highest levelsof safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search,and where applicable, a prohibition from teaching check will be completed.