



# Candidate Information Pack

## Student Support Manager



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:

**23**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## About us

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll. In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated 'good' by Ofsted. A copy of the report can be found on our website.



*Jayne Scattergood, Headteacher*

## Working at Da Vinci Academy

***“Leaders put pupils’ interests at the heart of all that they do”Ofsted 2021***

We are described as a 'proudly inclusive school with a big heart and huge ambition'. A student-centered philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

We are looking to recruit a **Student Support Manager**. The ideal candidate will be an energetic and positive professional who can combine their passion with the ability to inspire our students and enhance a talented team. You will be enthusiastic, with the skills and determination to ensure exciting learning and outstanding progress for students of all abilities.





## 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

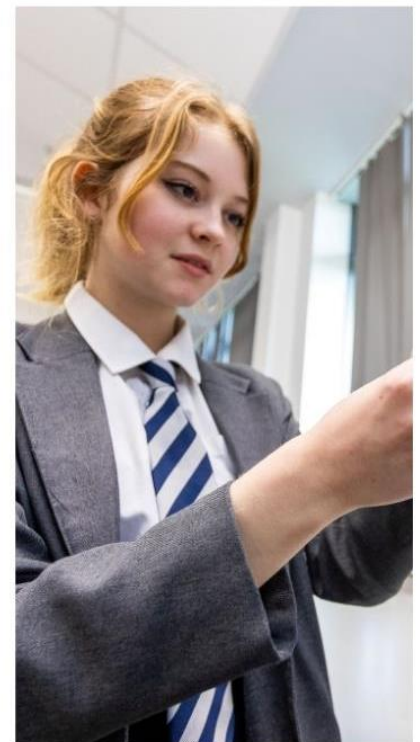
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access 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 put pupils’ interests at the  
heart of all that they do”**

**Ofsted 2021**



## 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: [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk) For an informal, confidential discussion about this opportunity, please email: [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk)

**CLOSING DATE:** Monday 27<sup>th</sup> January 2025 9am  
**INTERVIEWS:** Week commencing 27<sup>th</sup> January 2025

We may interview suitable candidates before 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.



*"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 – Student Support Manager

<b>Role:</b>	<b>Student Support Manager</b>
<b>Reporting to:</b>	<b>Senior Leadership Team or designated leader</b>
<b>Salary</b>	<b>NJC 18 – 22</b> <b>£30,559 - £32,654 (full time)</b> <b>(Pro Rata 40 Weeks Actual Salary Range £27,066 to £28,921)</b>
<b>Location:</b>	<b>Da Vinci Academy, Derby, DE21 4ET</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Contract Term:</b>	<b>Term time only + 1 week (40 weeks); 37 hours per week</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>9am Monday 27<sup>th</sup> January 2025</b>

## Job Description – Student Support Manager

### JOB PURPOSE

- To take a leading role in the organisation and implementation of our internal student support provision.
- To support the effective organisation of the academy's reporting, recording and tracking of students in Student Support so that it provides timely information to help raise standards.
- To support the effective implementation of academy attendance monitoring, systems and home visits.
- To provide administrative support for the online detention system

### DUTIES AND RESPONSIBILITIES

#### To manage:

- Student Support
- Home-school liaison

#### Liaison with staff:

- SLT for Behaviour & Achievement
- Teaching and Support Staff
- Achievement team
- Attendance team

#### Principle accountabilities:

- Supervise students in Student Support
- Manage Student Support on a daily basis
- Operate, monitor and evaluate behaviour systems which positively impact Student Support
- Liaise with appropriate staff and parents as required
- Monitor and administrate the overview for the online detention system

#### Specific roles and responsibilities (Student Support):

- Use Class Charts to monitor and record all Student Support incidents and follow up meetings

- Use of Class Charts to monitor and administrate academy's online detention system
- Supervise students in Student Support ensuring they continue to progress in all their subjects
- Maintain high standards of behaviour
- Liaise with curriculum leaders and teaching staff to ensure pupils have appropriate and sufficient work and that all completed work is returned to subject staff
- Develop programmes of work in liaison with curriculum leaders to ensure optimum progress of pupils
- Develop a bank of resources for use in Student Support
- Maintain regular contact with the achievement team, and parents to advise of progress of students within Student Support
- Support the development of whole school restorative practices in order to modify and improve pupil behaviour
- Work with and provide support for the leadership teams (senior and middle) in matters relating to behaviour
- Monitor and evaluate behaviour systems in school and the functionality of Student Support
- Provide home-school liaison with regard to behaviour and Student Support in conjunction with the AL team
- Produce and co-ordinate student reflection documents

### **Training and induction:**

- Attend all staff briefings and training as appropriate
- Undertake appropriate safeguarding courses as instructed
- Attend and respond positively to appraisal
- Assist in the training of new staff as appropriate
- Actively seek training as required

### **Other duties / expectations:**

- Undertake general staff duties e.g. breaktime, as directed
- Maintain confidentiality at all times
- Be highly professional
- Have strong attention to detail
- Secure positive staff/pupil relationships
- Observe data protection participate in any relevant meetings/professional development opportunities which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy

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.

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

This person specification lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D = Desirable criteria).

		Essential	Desirable
Qualifications and Attainments	<p>Educated to at least GCSE Grade C or equivalent in English and Mathematics.</p> <p>A qualification relating to supervising and/or directing pupil/young people activities.</p> <p>First Aid Qualification.</p> <p>Full UK driving licence.</p>		<p>D</p> <p>D</p> <p>D</p> <p>D</p>
Skills and knowledge	<p>Knowledge of specific emotional, behavioural and physical needs with ability to motivate and re-engage disaffected students.</p> <p>Able to identify barriers to learning and offer and develop strategies to deal with the individual student needs and an understanding of child development and learning principles.</p> <p>Excellent communication skills and an ability to form productive working relationships with colleagues, other professionals and students/parents/carers.</p> <p>Experience of monitoring and report writing and providing/presenting data/information to a group.</p> <p>ICT literate with the ability to word process, accurately record data and produce statistical/graphical outputs.</p> <p>Independent thinking, initiative, forward planning and able to prioritise work and manage own caseload to meet deadlines and the ability to work constructively as part of a team.</p> <p>Ability to identify clear teaching objectives, set tasks which challenge students and set clear targets for students learning.</p> <p>Ability and a commitment to work flexibly and to respond to unplanned situations, remain calm and contribute to resolution of problems.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

Experience	<p>Proven record of working successfully with challenging students and high needs students in a learning environment.</p> <p>Experience of working as part of a multi-disciplinary team.</p> <p>Experience of working in/with an educational establishment.</p> <p>Experience of effective liaison with parents/carers and other professionals with discretion and tact.</p>	E	D  D  D
Personal Attributes	<p>Commitment to inclusion and equal opportunities.</p> <p>Ability to instill confidence in young and vulnerable children.</p> <p>Work with commitment and good humour and resilience. Firm, fair and approachable.</p> <p>Ability to deal confidentially, impartially and appropriately with situations.</p> <p>Able to empathise with young people and assist them in a supportive withdrawal environment. Patience, tolerance and sensitivity.</p> <p>Good interpersonal skills and the ability to establish rapport with adults and students.</p> <p>Efficient and meticulous in organisation.</p> <p>A desire to develop skills and knowledge through CPD.</p> <p>Evidence of exemplary attendance and punctuality.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for Health and Safety.</p> <p>Commitment to the school's ethos, aims and its whole community.</p>	E E E E E E E E E E E	



**L.E.A.D. Academy Trust**

**Lead • Empower • Achieve • Drive**

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