



## **RECRUITMENT INFORMATION PACK**

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[www.sssfncollege.co.uk](http://www.sssfncollege.co.uk)

“The Short Stay School for Norfolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.”

### **Introduction**

The Short Stay School (SSSfN) is an extraordinary and diverse school, which caters for young people throughout the county of Norfolk. We are an all through environment whose students and pupils range from the age of 5 to 16. Like many traditional schools, we have a number of sites, only ours are spread across the county in order to ensure good local services for the schools and communities we serve.

The Short Stay School has three main functions. Primarily we provide education and support for young people who have been permanently excluded from school. The needs and profile of these young people vary tremendously but in the majority of cases our role will be to prepare them for the transition to a new school within two

terms; the new school may be mainstream, specialist or alternative provision depending on the child's specific needs

Our second main function is to provide education and support to Norfolk young people who are unable to attend school due to their medical needs. Again, this is a wide and varied field, which encompasses those with both physical and emotional ill health.

Finally, the SSSfN is an educational base for Children Missing Education. We provide educational packages for any child in Norfolk who is without a permanent school place until such a time as their school place can be finalised. In this role, we cater for a diverse population, which includes those who are new to the county or the country as well as those with significant learning difficulties awaiting more specialist provision.

## JOB DESCRIPTION

Job Title	Reintegrations and Admissions Officer
Department	The Short Stay School
Location	Various Short Stay Bases
GR Number	
Grade	Grade G
Responsible to	Transitions Lead
Responsible for	The admission and reintegration of secondary pupils at the SSSfN.
Effective Date	December 2020

Role and Context	
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>▪ To be part of the team reintegrating pupils from SSSfN bases.</li> <li>▪ To process the admission of secondary pupils into SSSfN bases.</li> <li>▪ All staff will work with young people of all ages within an environment where the principles of SEAL and Restorative Justice are used to facilitate a holistic understanding of a young person's needs. They will advise and support schools, pupils and parents, promote an innovative approach, and be prepared to work in a variety of venues and with a wide age range if circumstances require. They will establish good behaviour for learning strategies and use these to raise attainment and reduce exclusions.</li> <li>▪ Work within the graduated framework of the Short Stay School providing individual and group support for pupils in a variety of settings including mainstreams schools, Short Stay School bases, pupils' homes and specialist provision.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Work with schools, parents/carers and other agencies to support the successful educational reintegration and social inclusion of children and young people by providing interventions and devising programmes of work.</li> </ul>
<b>Context</b>	<p>The Short Stay School (Alternative Provision Academy) holds the commission from NCC for the establishment and operation of the Compass Provision.</p> <p>It encompasses a wide range of curriculum pathways and is able to deliver personalised learning, based upon assessment of need in order to enable a swift reintegration into schools for KS1, 2, 3 and 4 pupils, and transition into alternative provision and post 16 provision for KS4. Where longer term need is required is able to provided and identify the kind of provision recommending placements managing referral processes and supporting transition into placements.</p>
<b>Other Job Information</b>	<b>The post-holder is required to work with vulnerable pupils, staff, other professionals and parents in a range of settings including within the Short Stay School, schools and other alternative provision venues</b>

<b>Principal Accountabilities (in order of importance)</b>
<ol style="list-style-type: none"> <li>1. To process referrals for incoming students taking responsibility for the liaison with previous schools (admissions meetings, file collection and the sharing of information with necessary staff).</li> <li>2. Responsible for the collation of safeguarding information for new admissions, liaising with previous schools and outside agencies.</li> <li>3. To be part of the decision making around the suitability if pupils for secondary reintegrations.</li> <li>4. To attend Fair Access Panels, ensuring that pupils are referred in a timely manner with accurate paperwork and that appropriate mainstream placements are found.</li> <li>5. To ensure safeguarding information relating to pupils admitted to the SSSfN is collated and passed on to the relevant DSL.</li> <li>6. To manage the reintegration of secondary pupils from SSSfN bases and to ensure all necessary paperwork is completed</li> <li>7. To collate data spreadsheets ensuring accurate records are kept and tracking is maintained.</li> <li>8. To work with outside agencies in order to ensure all necessary information is gathered and shared for secondary pupils being admitted to and reintegrating from the SSSfN.</li> </ol>

9. Where necessary oversee applications for alternative provision and attend relevant admissions meetings.

<b>Person Specification</b>	
<p>This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.</p>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Meet Higher Level Teaching Assistant standards or equivalent qualification or experience;</li> <li>▪ Can work at NVQ level 4.</li> <li>▪ Excellent numeracy/literacy skills/GCSE (or equivalent NVQ 2) Maths and English;</li> <li>▪ Training in the literacy/numeracy strategy;</li> <li>▪ Specialist skills/training in curriculum or learning area, e.g. Social and emotional aspects of learning, bilingual, sign language, ICT.</li> <li>▪ Recent relevant professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of multi-agency working including safeguarding.</li> <li>▪ Experience of working with children of relevant age</li> <li>▪ Experience of working with pupils with additional needs in a range of settings including with behavioural challenges</li> <li>▪ Ability to plan and implement effective actions for pupils at risk of underachieving</li> <li>▪ Able to demonstrate reflective practise</li> <li>▪ Experience of working in mainstream or special school classroom support</li> <li>▪ Experience of working with a range of support services/providers as part of multi-disciplinary and agency planning and interventions.</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Understanding of principles of child development and learning processes and in particular, barriers to learning</li> <li>▪ Ability to use coaching skills to good effect when working with school staff as part of providing information, advice and guidance</li> <li>▪ Full working knowledge of relevant policies/codes of practice/legislation</li> <li>▪ Working knowledge of National Curriculum and other relevant learning programmes</li> <li>▪ Work constructively as part of a team.</li> <li>▪ Ability to relate well to children and adults</li> <li>▪ Range of ICT skills including use of PC for recording and monitoring data – Word/Excel etc</li> <li>▪ Effective use of ICT to support learning</li> <li>▪ Meet Higher Level Teaching Assistant standards or equivalent</li> <li>▪ Ability to manage own workload and prioritise workload.</li> <li>▪ Working knowledge of the NCC safeguarding guidance and the SSSfN safeguarding policy.</li> <li>▪ Working knowledge of child protection procedures, health and safety procedures, Disability Equalities Scheme/Act, confidentiality and GDPR.</li> </ul>

	<ul style="list-style-type: none"><li>▪ Higher Level Teaching Assistants or equivalent should have regard to the Standards and Regulations published by the DoE and the National Employers in carrying out their responsibilities.</li><li>▪ Ability to support, motivate and inspire others.</li><li>▪ Knowledge of admissions procedures.</li></ul>
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**General Information**

- The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant school and departmental policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

## **Terms of Appointment and Conditions of Service (for Non Teaching Staff)**

### **Joining Us**

#### **Location**

The post will be located at one of The Short Stay School for Norfolk's bases as specified in the advert. The Short Stay School for Norfolk reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

#### **Probationary Period**

New employees of The Short Stay School for Norfolk will be required to serve a probationary period of 6 months.

### **Benefits**

#### **Salary**

The current salary for the post is within the range Point 18-22 £ 21,392 to £ 23,155 per annum. This post is Scale G. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19<sup>th</sup> of each month. Payment is by credit transfer.

#### **Leave (Working Term Time)**

Annual Leave should be taken during periods of school closure.

#### **Childcare Facilities**

Childcare information is provided by the Norfolk Family Information Service, which includes all Ofsted registered Childcare provision for Norfolk. Please visit [www.norfolk.gov.uk/fis](http://www.norfolk.gov.uk/fis) for more information. To find details of local childcare you can visit the Childcare Finder online at [www.Direct.Gov.uk](http://www.Direct.Gov.uk), or call 0344 800 8001, email [information@norfolk.gov.uk](mailto:information@norfolk.gov.uk).

#### **Facilities**

The Short Stay School for Norfolk operates a 'No Smoking policy.'

#### **Conditions of Service**

The terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, as adopted by The Short Stay School for Norfolk and supplemented by local agreement.

### **Requirements For The Post**

#### **Hours of Work**

The normal working week is one of 37 hours, Monday to Friday, term time + 1 week.

#### **Job Share**

Job sharing means that the post is occupied by two people on a part-time basis. The situation must be approached with the maximum amount of flexibility by the job sharers. Secondly, there must be an effective means of communication between the job sharers. Finally, it is essential that each job sharer is aware of the responsibilities that they have to each other.

There is no time limit on this job sharing arrangement. If one of the job sharers leaves, the intention is that the other part of the job would then be offered to the remaining job sharer. If that person did not wish to take on the full appointment, another job sharer would be appointed on the same basis.

**Medical Examination**

The successful applicant will have to satisfactorily complete the medical procedure on appointment and may be required to have a medical before the appointment can be formally offered.

**Equal Opportunities**

The SSSFN has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. The SSSFN also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

**Notice (Permanent Posts)**

The appointment is subject to **four week's** notice in writing.

**Notice (Maternity Leave Cover)**

Should you wish to terminate your employment before the post holder returns from maternity leave you will be required to give one weeks notice in writing. You will be given one weeks notice of the return of the post holder.

**Other Occupations**

The successful candidate will be required to devote the whole of their time to the duties of the post, and will have to seek approval if wishing to engage directly or indirectly in any other gainful occupation.

**Disclosure and Barring Service Check**

This post is subject to a Disclosure and Barring Service Check.

## Disclosure and Barring Service and Disclosure of Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

- \* persons over the age of 65
- \* persons suffering from serious illness or mental disorder of any description
- \* persons addicted to alcohol or drugs
- \* persons who are blind, deaf or deaf without speech
- \* other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- \* any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of their normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such a provision takes place. - Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as "spent" under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.

If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

The Short Stay School for Norfolk is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a "Disclosure" of the existence and content of any criminal record from Disclosure and Barring Service (DBS). The Short Stay School for Norfolk's policy for dealing with Disclosure information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence. All our policies are available on our website [www.sssfnc.co.uk](http://www.sssfnc.co.uk).

The Short Stay School for Norfolk is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a regulated position. If you would like to discuss what effect any conviction might have on your application, please contact the Executive Headteacher – [exec@sssfnc.co.uk](mailto:exec@sssfnc.co.uk).

**Please note the following:**

Where the combined travel and interview and selection activities mean that you necessarily incur additional expenses, The Short Stay School for Norfolk will reimburse your actual expenditure, directly related to the interview, in line with the limits specified (max £ 100.00) and in accordance with the following restrictions:

- Claims will not be reimbursed for alcohol.
- Claims must be accompanied by a receipt and will not be accepted for payment without such documentary evidence. Petrol receipts dated prior to travel must be provided if a car is used before mileage can be claimed.
- If you travel by rail and have to take a meal in the restaurant car either the cost of a standard meal will be reimbursed or if the standard meal is unavailable reasonable reimbursement will be made in line with the limits overleaf.
- Candidates asked to attend an interview from outside the United Kingdom will only be paid expenses from port of entry.
- Current employees of The Short Stay School will not be reimbursed interview expenses.

Please also note the following:

Claims must be made within one calendar month of the date of the interview, claims received after this time will only be paid under exceptional circumstances.

**Payment will be made straight into your bank account and payment advice emailed, faxed or posted to you. If you do not complete your account details your claim cannot be processed.**

If you withdraw from the selection process or refuse an offer of appointment for a reason considered by The Short Stay School to be inadequate, expenses will not be paid.

**If you are successful the expenses will be paid in your first months pay, unsuccessful candidates will be paid within a month of receipt of the claim. Internal candidates will be reimbursed via the payroll system whether they are successful or unsuccessful.**

Any interview expenses paid to successful candidates must be repaid in full should you leave the Short Stay School for Norfolk within two years.

NB We reserve the right to amend claim forms if the level of reimbursement claimed is deemed excessive.