



March 2019

Dear Candidate

Thank you for your interest in the post of Ready to Learn Coordinator at St Katherine's School.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#). We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post and how to apply can be found on the school [website](#). Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is **midnight 20 March 2019**. Interviews will be held during w/c 25 March 2019.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

**Justin Humphreys**  
**Headteacher**



## **Ready to Learn Coordinator**

**35 hours per week, term time plus 5 INSET days. (2 posts to cover from 8 am to 4.30pm e.g. 1 x 8am – 3.30 and 1 x 9 am – 4.30 pm)**

**£17,280 - £19,569 per annum**

We are seeking to appoint two enthusiastic individuals to run the Ready to Learn facility at St Katherine's School. The successful candidates will share the supervision of the Ready to Learn room, ensuring a calm and purposeful working environment, with supporting the pupil academic mentoring programme. Time will be split evenly between these two activities during the day.

This is an exciting opportunity to work with young people and encourage them to be the best they can be. You will be part of a hard working team committed to improving the student experience and help our school to achieve our goals and ambitions.

The successful candidate will be:

- able to demonstrate the ability to work effectively in a school setting, authoritative and fair, well-organised and proactive.
- a supportive team player, an excellent communicator, with good people-skills, flexible, responsive, self-motivated and confident in handling confidential/sensitive data and information
- confident in working with young people with emotional and behaviour difficulties and happy to work alone with pupils for long periods of time
- Positive and resilient with the ability to see the best in our young people and encourage them to be the best they can be

Previous experience of working with young people who have social, emotional or mental health difficulties desirable.

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We are a vibrant, medium sized 11-19 mixed comprehensive school situated on the edge of Bristol, in a beautiful rural setting and part of Cathedral Schools Trust. We are warm, welcoming and inclusive, and committed to high standards of learning, behaviour and achievement. We offer a creative, supportive and friendly staff team, supported induction and excellent CPD opportunities throughout employment.

Should you wish to visit the school or speak to Mr Hayden Southon, Deputy Headteacher, informally about the role before submitting an application, please contact Julie Moller, Head's PA, for an appointment [mollerj@skdrive.org](mailto:mollerj@skdrive.org)

Further information about the school, the post and how to apply can be found on the school [website](#).

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**Closing Date: Midnight 20 March 2019**

**Interviews will be held during w/c 25 March 2019**



## **St Katherine's School JOB DESCRIPTION**

JOB TITLE                      Ready to Learn Coordinator

GRADE                          JG5. 35 hours per week

MANAGED BY                Deputy Headteacher

### **Purpose of the Job**

- To supervise and work with pupils in the Ready to Learn room. The pupils will have presented challenging behaviour or will have had difficulty meeting normal classroom expectations
- Support pupils in the Ready to Learn room to complete work and help the pupils' focus in a structured, calm and purposeful environment to facilitate a successful return to normal lessons
- Work with young people referred to the Ready to Learn room to support a sustained improvement in behaviour, celebrating the positives and encouraging our young people to be the best they can be

### **Key Job Outcomes**

- Receive and settle pupils referred to the Ready to Learn room
- Supervise pupils working in the Ready to Learn room ensuring a calm and purposeful working environment
- To challenge and motivate pupils, promoting and developing their self-esteem and personal responsibility
- Work with the relevant SLT lead to ensure that comprehensive learning resources are in place for all pupils in all year groups. Allocate work to pupils as appropriate throughout the day
- Maintain an accurate log of pupils conduct within the Ready to Learn room
- Ensure high standards of learning in the Ready to Learn room
- Be aware of and consistently apply school procedures and policies
- Ensure the room is tidy, well maintained and promotes a positive climate for learning
- Liaise and consult with members of the SLT, Heads of House, pastoral and administration staff as appropriate
- Oversee the administration of the Ready to Learn and school detention systems and maintain accurate records of pupils attending the Ready to Learn room and lunchtime detentions
- Maintain attendance records and communicate these to the Attendance Coordinator
- To monitor data on behaviour within the Ready to Learn room and report to line manager
- Work in a calm and consistent manner when supervising pupils in the Ready to Learn room
- To work with SLT and the pastoral/Inclusion team to deliver specific interventions with identified pupils/disadvantaged pupils around improving their behaviour choices in school
- Regularly liaise with the Heads of House to support improvements in behaviour for identified pupils in Houses
- Provide support for the Refocus facility
- Plan and deliver social and emotional literacy sessions with pupils (Thrive) (Training to be provided)
- Deliver Homework catch up sessions.
- Deliver specific pupil activities around linking positive behaviour choices
- To support the pupil academic mentoring programme

## Other Duties

- To follow child protection and safeguarding policy and procedures
- Administrative tasks as directed by the line manager
- Attend relevant training
- Engage with the school's appraisal system

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

## General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the school's Health, Safety and Welfare policy, Departmental policies and codes of practice
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the school and the Trust, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards. Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown but following consultation with you may be changed by management to reflect or anticipate changes in the role which are commensurate with the grade and post title.

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CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent  NVQ/VRQ Level 2 Teaching Assistant Qualification	TA Level 3 qualification or equivalent (or working towards)
<b>Experience</b>	Previous administrative experience. Good organisational skills, to be able to prioritise work and meet deadlines Experience in a customer service environment, either face to face or telephone Data entry and manipulation e.g. producing relevant reports in a standard format	Previous experience working in a school  Some previous experience of working with young people who have emotional or behavioural difficulties Some understanding of how pupils learn or teaching experience
<b>Skills and abilities</b>	Good interpersonal skills that enable good relationships with young people and adults.	Previous experience with SIMS and Google Drive

	<p>Sensitivity to pupils' needs.  An ability to deal with pupils so that they feel they have been dealt with consistency and fairness.  An ability to convey authority and earn pupils' respect, to treat them with respect, apply boundaries and motivate.  The ability to work both independently and as a member of a team.  The ability to show initiative whilst knowing when to take advice.  Good organisation skills and efficient working practices.  Effective, positive and proactive communication both orally and in writing.  IT literate including a good working knowledge of MS Office programs and databases</p>	
<b>Personal Skills</b>	<p>Ability to consistently implement school behaviour policy  Ability to work constructively as part of a team  Ability to quickly build an appropriate rapport with staff, pupil sand parents  Ability to work in a way that promotes the safety and wellbeing of children and young people.  Commitment to own personal development and learning  Confident and effective approach to working with young people who have emotional and behavioural difficulties.  A manner and demeanour that is a role model for young people.  Authoritative and fair.  Happy to work alone with pupils for long periods.  Flexibility and a willingness to "help out where needed" when not supervising the Ready to Learn Room.  Resilience.  A non-judgemental disposition.  Good judgement over matters of confidentiality and integrity in dealing with sensitive information about students</p>	
Other	<p>Satisfactory enhanced Disclosure and Barred list check (DBS). Relevant application checks will be carried out in line with Safer Recruitment before any job offer is confirmed.</p>	

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