



Reintegration Centre Supervisor Candidate Information

September 2023



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

I recommend you contact Rob Waters, Assistant Headteacher rjw@bournside.gloucs.sch.uk before making your application. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9:00am on Friday 9th June 2023.

I look forward to receiving your application to join us in [empowering lives through learning](#).

Steve Jefferies
Headteacher



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BRC Supervisor

Start date: 1st September 2023

Salary: £18,789 - £20,951

annual gross pro rata

**Contract: 37 hours per week,
39 weeks per year (term time
plus 1 week), permanent
contract**

An outstanding opportunity has arisen to work within the Bournside Reintegration Centre (BRC) of Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

The Bournside Reintegration Centre was opened in 2019 and has been an integral aspect of upholding our robust behaviour policy ever since. The purpose of the BRC is to provide short-term intervention to enable students to be reintegrated to mainstream



**Applications by:
9am Friday 9th June 2023**

lessons and ultimately ensure we minimise disruption to maximise teaching and learning.

The BRC is led and supervised by two members of staff that work closely with many colleagues including Senior Leaders, Heads of House, Welfare and SEND teams.

The staff leading the centre are responsible for the students admitted to the room including behaviour, administrative tasks and liaison with pastoral staff and teachers to support the reintegration to mainstream lessons.

For the few who find it harder to manage their behaviour, there are well-planned systems in place to help them.

Ofsted report September 2022

Pupils' behaviour in lessons is often exemplary, and rarely less than good. During lesson changeovers, pupils behave in a safe, sensible, calm and orderly manner.

Ofsted report September 2016

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Bournside Reintegration Centre Supervisor

Post title: BRC Supervisor

Responsible to: Assistant Headteacher

Hours per week: 37 hours per week Mon –Thurs 8:30am - 4:30pm, Friday 8:30am – 4:00pm (includes 30 mins unpaid break).

Working days: Monday to Friday

Working Weeks: 39 weeks per year (term time plus 1 week)

Contract Type: Permanent

Salary: £18,789 - £20,951 (Based on Grades F6-12 £21,968 - £24,496 full time equivalent)

Duties

PART ONE: Specific to the role

- To lead the implementation of the school's Behaviour Policy and Ladder of Consequences through the provision and protocols of the Bournside Reintegration Centre (BRC).
- To liaise with the Senior Leadership Team (SLT) and pastoral staff on student admissions to the BRC and reintegration to mainstream lessons.
- To be responsible for maintaining up to date and accurate records relating to admissions to the BRC and reintegration to mainstream lessons using the school's IT systems.
- To lead the daily provision of the BRC, including the separate social time and extension to the school day.
- To lead the communication of scheduled admissions to the BRC with key staff and parents/carers.
- To lead the support of staff with restorative practice and student reflection within the BRC.
- To lead the oversight of the work completed by students within the BRC.
- To lead the completion of student reintegration plan documentation.
- To lead the BRC student referral process.
- Report safeguarding concerns directly to the designated safeguarding lead.

PART TWO: Personal and professional conduct

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

School employees uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions and adhere to the school's Health and Safety policy and Child Protection and Safeguarding policy
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law,



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individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Any member of staff who leads or is a supporting member for a trip or visit, should abide by the school's code of conduct for school trips and visits, which can be found in Public Documents.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality
- Perform any reasonable duties as requested by the headteacher.

Other duties and responsibilities

To play a full part in the life of the school community, to support the school's aims and ethos and to encourage staff and students to follow this example.

The postholder may also be required to carry out other duties that the Headteacher may reasonably request.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

BRC Supervisor

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Excellent literacy and numeracy skills (minimum of grade C at GCSE or equivalent) in both English Language and Maths 	<ul style="list-style-type: none"> Additional SEND Teaching Qualifications – Primary or Secondary
Experience, understanding, and knowledge	<ul style="list-style-type: none"> A commitment to safeguarding and the welfare of students Experience of working in an educational organisation or similar professional setting. Good working knowledge of basic IT skills. An understanding of alternative school provision and agencies that work with young people that exhibit challenging behaviour. Excellent communication skills and the ability to engage/motivate young people. 	<ul style="list-style-type: none"> Behaviour management training
Personal qualities	<ul style="list-style-type: none"> Good communication skills, oral and written The ability to work well as part of a team, and to build trust and openness Discretion, courtesy, honesty and integrity Reliability, punctuality, diligence and good organisation Attention to detail Self-motivated and enthusiastic Ability to work independently Passionate about education and young people Evidence of commitment to professional development 	



Settling in at Bournside

We will fully support you with your transition to Bournside. Your line manager and HR will support you with an understanding of the school and your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Café is open between 8:30am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

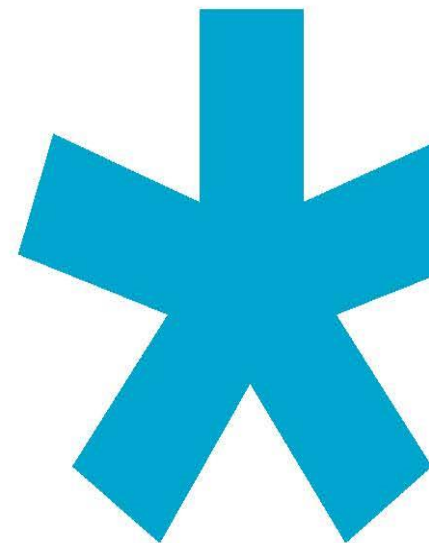
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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