



HOUSTONE
S C H O O L

WHY WORK FOR HOUSTONE SCHOOL

ABOUT US

We have big ambitions for the school and it will become a national beacon of excellence, achieving the highest outcomes and enabling our pupils to make unrivalled progress.

In September 2023, we moved into our brand new, purpose-built facilities that have been designed to maximise space, enabling our leaders and teachers to provide exceptional quality learning to pupils and embed professional development into the very fabric of the school.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear Applicant,

I'm delighted that you are interested in applying for a position at Houstone School.

Houstone School is a brand new school which opened in September 2022. Uniquely for a free school, we opened with pupils in Years 7-10 in 2022, and from September 2023 we have pupils in all year groups. We have no time to spare in ensuring our pupils are achieving the academic success they deserve.

We pride ourselves on being a genuinely comprehensive school that provides a knowledge-based education for pupils of all backgrounds. We teach an unashamedly academic curriculum consisting of the best that has been thought and said. Pupils study English, Maths, Science, Spanish, History, Geography, Computer Science, Art, Drama, Music, Religious Education and PE during their time at the school.

At Houstone, our values of aspiration, endeavour, and respect, underpinned by very high expectations and drive in everything that we do. We have a powerful culture which is warm but strict, based on clear routines, systems, and structures. As a result, our teachers enjoy their teaching with impeccable behaviour in lessons and hardworking, highly motivated pupils.

We hold dear belief that every single child and young person, given the right circumstances, is capable of achieving extraordinary things. We're therefore looking for people who want to be the best. You will be excellent in the classroom and as a leader, and hence an inspiring character who is willing to lead by example.

You will be joining an experienced, knowledgeable and supportive team of senior leaders who are committed to making a positive difference for the families we serve. We are looking for a person who can be instrumental in building our school from humble beginnings into something exceptional. Houstone School should be willing to accept responsibility at the highest level for all aspects of the running of the school and be able to offer strategic leadership to bolster our offer.

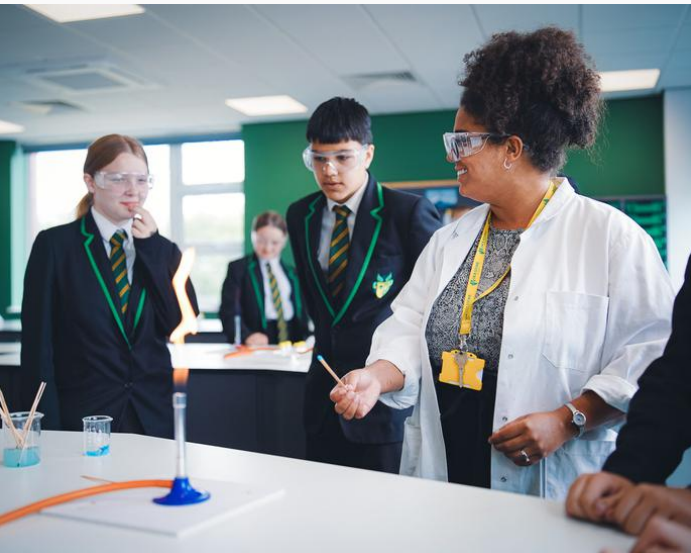
At Houstone we will show what can be achieved when schools refuse to accept excuses and expect the best from every pupil. That said, we recognise that there is much to learn as we aim to become a national leader among UK schools. This post therefore represents a great opportunity to be part of something truly quite special.

With very best wishes,

Elizabeth English
Principal | Houstone School



VISION



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT HOUSTONE SCHOOL

Houstone School offers:

- A longer school day (8.25am-4pm)
- A disciplined “can do” culture that allows every pupil to be known, feel safe and to be cared for.
- An intensive focus on the basics of Maths and English.
- An academic, knowledge-rich curriculum for all.
- A comprehensive timetable of enrichment opportunity for pupils built into the school day.
- Music for all – all pupils taught an instrument from Year 7.
- Enhanced support for pupils with lower attendance.
- A focus on preparing every single pupil to attend a good university.

We have access to some of the best professional learning in the country, both through the Advantage Schools Knowledge Exchange and partnerships with organisations such as Ambition Institute. As a result, we can attract and retain some of the best staff in the country, so you would find yourself working with a strong team of thoughtful and expert teachers and school leaders, whilst also benefitting from the full support of the central Advantage Schools Trust team.

The successful candidate will be intrinsic in further developing a school that will offer families a genuine choice of an excellent education for their child, including:

A disciplined “can do” culture then allows every pupil to be known, feel safe, and be cared for.

An intensive focus on the basics of reading, writing and maths.

An academic, knowledge-rich curriculum that values the distinctiveness of subject disciplines.

Excellent quality, evidence-based classroom practice.

High quality PSHE provision.

Plentiful, high quality enrichment opportunities, including trips, visits, after-school clubs and sporting fixtures.

For more information about Houstone and the school curriculum, please visit the website:

www.houstoneschool.co.uk



STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!

The
National
College®

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



RECRUITMENT BOOKLET



HOUSTONE
SCHOOL



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Learning Mentor (Pastoral and Behaviour Specialist)

We are looking to recruit an experienced and committed Learning Mentor – Pastoral and Behaviour Specialist to join our wonderful school that believes young people deserve the very best quality of education. We are seeking someone with very high expectations who loves working with young people and is ambitious to see them achieve.

At Houstone, our values of Integrity, Ambition, Excellence are underpinned by very high expectations and drive in everything that we do. We have a powerful culture which is warm but strict, based on clear routines, systems, and structures. As a result, our staff enjoy their roles with impeccable behaviour in lessons and hardworking, highly motivated pupils.

Joining Houstone School as a Learning Mentor – Pastoral and Behaviour Specialist is a fantastic opportunity to be part of our story – providing transformational experiences for thousands of pupils, developing our staff to be the very best they can be, and influencing the wider system by demonstrating first-hand what is achievable.

Our trust is known for its 'no excuses, can-do' culture that seeks to prepare all its pupils to have the opportunity of a pathway to university. If you are passionate about helping all pupils, regardless of background, to achieve this, then this could be the role for you.

Key Duties

- To be responsible for providing one-to-one or group support to pupils with Social, Emotional or Mental Health Needs.
- Provide on-call support to respond to behavioural incidents, pupil welfare concerns, and urgent matters during school hours, ensuring timely intervention and adherence to school policies and wellbeing procedures.
- To be responsible for the effective administration and organisation of behaviour systems within school (e.g. daily corrections and behaviour points).
- To oversee and carry out innovative and effective behaviour intervention programmes in line with Houstone's ethos of high expectations.

The successful candidate will have

- Recent and effective experience of tutoring/mentoring/managing pupils with challenging behaviours.
- Experience of working with children with SEND and EAL.
- At least C grade or equivalent in English and Maths GCSE. and Level 3 qualification
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, and parents.
- Experience of working with outside agencies who support pupils with social, emotional or mental health needs.
- Experience of data input/monitoring and analysis. Confident IT user.
- Proactive and flexible approach to work, with the ability to adapt to different situations and challenges.
- Empathy, patience, and a genuine passion for working with children and young people.
- Ability to deal with challenging behaviours and able to motivate and encourage pupils
- Strong organisational skills with the ability to multitask and prioritize effectively.
- Thorough knowledge and understanding of safeguarding.



JOB SPECIFICS

Start date: asap

Salary: AS 11-15 FTE £28,451-£30,334 Actual pro rata salary £24,689-£26,324

Job role: Permanent, Full time, Term time + 5 INSET days, 39 weeks, 37 hours per week

Working Hours: Monday-Thursday 8.15am-4.15pm and Friday leaving at 3.45pm with 30 minutes for lunch

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date



JOB DESCRIPTION

Responsible To: Assistant Principal (Behaviour)

Salary: AS 11-15 dependent on experience. Actual salary will be pro rata

Overall responsibilities:

- To be responsible for providing one-to-one or group support to pupils with Social, Emotional or Mental Health Needs.
- Provide on-call support to respond to behavioural incidents, pupil welfare concerns, and urgent matters during school hours, ensuring timely intervention and adherence to school policies and wellbeing procedures.
- To be responsible for the effective administration and organisation of behaviour systems within school (e.g. daily corrections and behaviour points).
- To oversee and carry out innovative and effective behaviour intervention programmes in line with Houstone's ethos of high expectations.

Main Duties:

1. To assist the Pastoral & SEND teams in creating, administering, and overseeing programmes of support with regards to pupils with challenging behaviours.
2. To supervise the Base camp room for pupils removed from lessons or following a breach of the school's behaviour policy.
3. To provide pupil support needs including, arranging for literacy and numeracy or lesson support as determined by the Leadership team and classroom teachers.
4. To provide pupil support to a group of pupils or on a one-to-one basis for an appropriate number of hours a week – (decided on an individual basis for each pupil).
5. To lead and/or attend regular meetings to provide information for review and evaluation purposes – with for example families and external agencies.
6. To maintain appropriate records as required by the school e.g. behaviour analysis, registers, progress reports etc.
7. To develop and monitor Pastoral Support Plans or the equivalent in liaison with the Assistant Principal and SEN and Pastoral teams.
8. To maintain and update resources available to support learning.
9. To ensure classroom environments and resources are maintained to a high standard to support safe and stimulating learning.
10. To work with the Attendance team to ensure high levels of attendance and punctuality to school in liaison with the Assistant Principal.
11. To organise pupil inductions where necessary (usually for any pupils with historically challenging behaviour) in liaison with the Assistant Principal, SEN, or Pastoral team.



12. To participate proactively in marketing and promotion activities e.g. Open Evenings/Days.
13. Co-ordinate, organise and attend year group events including assemblies and progress evenings.
14. To provide personal care to pupils as required.
15. To be responsible for promoting and safeguarding the welfare of children and young people in line with the area and school policies and procedures.
16. To run and supervise corrections (detentions).
17. To organise and process fixed-term suspensions as directed by the principal.
18. To co-ordinate the collection, completion and return of schoolwork for pupils who are absent for health or behavioural reasons.
19. To analyse data proactively to identify proposed development actions for individual pupils to maximize achievement.
20. To support the Assistant Principal, SEN, or Pastoral team in ensuring the smooth running of the external and internal examinations in conjunction with the school's admin team.
21. To ensure that all documents and records relating to statutory duties and compliance are effectively organised and retained.
22. To contribute to the pupil experience through events/activities.
23. To develop our pupils into becoming responsible, mature and aspirational young adults.

Safeguarding

To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with School procedures.

Equality and Diversity

To be responsible for promoting equality and diversity in line with Trust policies and procedures.

Health and Safety

To be responsible for following health and safety requirements in line with Trust policies and procedures.

Training and Development

To participate proactively in training and development including qualification development required in the job role.

GDPR – Data Protection

To be responsible for following GDPR requirements in line with Trust policies and procedures.

Other responsibilities

To undertake as required other duties and responsibilities relevant to the job as directed by the Assistant Principal.



Person Specification

Job Title: Learning Mentor (Pastoral and Behaviour Specialist)

Responsible to: Assistant Principal (Behaviour)

	Essential	Desirable
Qualifications /Training	English and Maths or similar at GCSE grade A-C (7-4) or equivalent.	Graduate or recent training in one or more of the following: <ul style="list-style-type: none"> • Pupil Behaviour management • First Aid Certificate • Safeguarding training • Prevent training • Equality and diversity training • Degree
Knowledge/ Experience	<ul style="list-style-type: none"> • Recent and effective experience of tutoring/mentoring/managing pupils with challenging behaviours. • Experience of having effectively used proven behaviour improvement programmes. • Evidence of affecting positive change in behaviours for learning. • Ability to deal with challenging behaviours and motivate and encourage pupils. • Experience of working with the families of pupils with challenging behaviours. • Experience of working with outside agencies who support pupils with social, emotional or mental health needs. • Experience of data input/monitoring and analysis. Confident IT user. • Evidence of high performance in previous roles/jobs. • Experience of working effectively with people from diverse backgrounds. • Evidence of understanding how to promote equality and diversity within the job role. 	<ul style="list-style-type: none"> • Experience of providing support to individuals in an educational or care setting. • Restorative Justice training. • Training related to working with pupils who have Autistic Spectrum Condition or ADHD/ADD. • A knowledge of how to access Early Help and Social Care support systems. • Experience of Arbor MIS systems. • Working knowledge of CPOMS.



Skills/Abilities	<ul style="list-style-type: none"> • Ability consistently to demonstrate high levels of job performance. • Ability to communicate effectively and confidently face to face, on the telephone and in writing. • Good organisational and time management skills. • Good administrative skills, with the ability to maintain accurate, up-to-date records. • Ability to work on own initiative and as part of a team. • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution. • Ability consistently to support a high- quality learning experience for all pupils and create a welcoming and supportive environment for pupils. • Ability to promote the school's reputation and always carry out the school's business appropriately and professionally. 	<ul style="list-style-type: none"> • Ability to analyse and present complex data.
Special Requirements	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of pupils and raising any concerns in line with school procedures. • Ability to form maintain appropriate relationships and personal boundaries with children and young people. • A willingness to undertake relevant and appropriate staff development. • Flexible approach to work and working times. • Awareness of health and safety requirements relevant to the job. • Knowledge of Safeguarding practices within an educational setting. 	<ul style="list-style-type: none"> • Current First Aid at work qualification