

SHIRELAND COLLEGIATE ACADEMY TRUST

BMS PROJECT WORKER

Scale 5 £21,074 - £23,111
37 Hours per week – full time

We are seeking to appoint a Project Worker to work in our Behaviour Management Service, working with individuals and small groups of identified students to raise attainment and improve behaviour.

The Project worker will work with teaching staff to agree targets and action plans to improve the rate of progress of students learning. Support students to improve attainment and build confidence, supporting and encouraging them to be able to participate fully in Academy life.

Applicants should have experience of working in a coaching capacity delivering programmes to support learning with secondary school age students.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

An application form and job description are available from our website
www.collegiateacademy.org.uk

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Closing date: 8.00 am Tuesday 20 November 2018

Shireland Collegiate Academy Trust
Waterloo Road
Smethwick
B66 4ND Tel. 0121 558 8086

JOB DESCRIPTION

POST: BMS Project Worker

GRADE: Scale 5

**HOURS: 37 hours per week supporting alternative timetable to 5.15pm
Saturday working when required.**

WEEKS: 52 weeks

REPORTS TO: Director of Student Services

Post Summary

To work with individuals and small groups of identified students to raise attainment and improve behaviour.

Duties and responsibilities:-

- Work with teaching staff to agree targets and action plans to improve the rate of progress of students learning.
- Support students to improve attainment and build confidence.
- Undertake duties.
- Support and encourage students to be able to participate fully in Academy life.
- Develop and deliver programmes for students.
- Work with teaching staff to develop appropriate resources for use in individual/group sessions to support the learning of targeted students.
- Liaise closely with subject teachers.
- Provide support for students on alternative timetables.
- Provide support for Police Surgeries.
- Develop timetables and action plans for targeted students.
- To monitor and report on the implementation of all plans drawn up.
- Contribute to the management and delivery of programmes within the BMS.

- Attendance at Parents Evenings and Academy events.
- Participate in meetings with families and staff to review progress, where appropriate.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

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Person Specification – BMS Project Worker

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart business like appearance • Excellent verbal and written communication skills 		Application Form
Qualifications	<ul style="list-style-type: none"> • Literacy skills • Numeracy skills • knowledge of ICT 	<ul style="list-style-type: none"> • Coaching/training qualification 	Application Form and Interview
Experience	<ul style="list-style-type: none"> • Working with secondary school age students • Experience of working in a coaching environment • Experience of the delivery of programmes to support learning • Experience of record keeping • Experience of working with external agencies 	<ul style="list-style-type: none"> • Working in a school environment. • Experience of working within study support programmes. 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to undertake training as required 	<ul style="list-style-type: none"> • 	Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> • Able to demonstrate an understanding of the skills required when working in partnership with other organisations. • Able to demonstrate a commitment to the philosophy of continuous improvement 	<ul style="list-style-type: none"> • Knowledge of behaviour management strategies 	

Circumstances	<ul style="list-style-type: none"> • Able to attend evening meetings. • Able to work flexibly to support students on alternative timetables. • Able to work during some school holiday periods. • Able to attend all Academy open and parents evenings. • Able to attend all Academy special events • Able to work on Saturday morning as required. 	<ul style="list-style-type: none"> • 	
Disposition	<ul style="list-style-type: none"> • To be an excellent team player. • Able to support, influence and motivate students. • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Able to remain calm under pressure and manage conflicting demands. • Able to manage and prioritise a diverse and demanding workload. • Good organisational and time management skills. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Ability to work with tact and diplomacy. 	<ul style="list-style-type: none"> • 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Able to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. 	<ul style="list-style-type: none"> • 	

	<ul style="list-style-type: none"> • ICT literate with a desire and ability to develop new skills. • Ability to manage and prioritise work load effectively. • Ability to work as a member of a diverse team. • Good time management. • Good understanding of diversity of needs. • Able to interpret information and compile reports. 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau Check. 	•	