



Recruitment pack

Education Placement Officer

Empowering through education

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## Welcome from the Academy Principal

Thank you for showing an interest in working at Unity Academy.

I am proud to be the Principal of this unique and exciting academy that offers highly bespoke education that aims to meet the needs of every child.

Before I outline how we work, it is important to explain what we are not. Unity Academy is not a school in a traditional sense. The specialist team is based in Denewood Academy (which provides onsite education for Key Stages 2 and 3). We do not offer onsite education for Key Stage 4 pupils excluded from mainstream education. Therefore, describing the Academy as a virtual school would be better.

This unique approach is a historic decision by the Local Authority. Our role is to work with our parents/carers and alternative education providers to create the best curriculum and personal development match based on availability. Once we have established the best fit, we work with providers to ensure the quality of education and overall experience is on par or better than previously.

Simply put, instead of being offered one curriculum option, our approach means the children will have approximately 22 curriculum offers to consider based on availability at the point of their exclusion.

With the support from our partners, Unity Academy ensures all our settings are safe and nurturing, where safeguarding and the well-being of our pupils is our utmost priority. The academy team not only wants our young people to achieve academically, but we also place great value on their personal, social, moral, and emotional development. We want our pupils to leave well-rounded, knowledgeable, resilient, and ready for the next part of their academic journey. We are determined in our ambition to create an educational and social experience that meets our learner's needs whether that be further education, training, or employment. We achieve this within a caring, supportive, and structured environment. We recognise that our pupils may have faced difficult previous educational experiences, and we strive to re-engage our pupils, help them develop new skills, and love learning again.

We warmly invite you to contact us if you require any further information.

Elizabeth Browne BSc (Hons) PGCE NPQH  
Executive Principal – Alternative Provision  
Unity Principal

POST	EDUCATION PLACEMENT OFFICER
Reports to	Education Placement Manager
Salary range	GLPC – E Point 12 –19 - £13,819 (actual starting salary for part-time hours)
Contract type	Fixed Term – 1 Year - 31/12/2024
Hours	22.5 hours per week, Term time only

## The role in a nutshell

**We are seeking to recruit an outstanding enthusiastic and dedicated Education Placement Officer.**

**This role is essential in providing support to pupils across the Academy and play a role, with others, in working proactively to find the right education setting for their academic, pastoral and learning needs. The role includes working as part of a team to follow and implement the Academy’s admissions procedures when new pupils join the Academy following a permanent exclusion.**

You will represent the Academy to meet with new and existing pupils and their families. You will meet with professionals from a child's previous school and support families in completing our admissions documents. You will support the alternative education provider network where our pupils attend. This will involve supporting at meetings offsite and discussing strategies that providers can adopt when working with our pupils.

You should have a knowledge of strategies to engage and motivate young people and families. You will be a natural problem solver and have experience of working closely with other external agencies, sometimes with highly confidential information and complex scenarios.

You will have an excellent and up-to-date knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies. You will take part in strategy discussions and inter-agency meetings; contribute to the assessment of children; and contribute to the evaluation of support strategies and plans.

## Why the school needs this role

**This fantastic opportunity has become available as the school continues to drive its core ambition to offer an excellent education to all children.**

You will be supporting the staff in their aim to help children learn, and thrive, and develop the skills and character required to foster confidence, curiosity, creativity and empathy. We believe that with these values, they will progress with the spirit and skills necessary to embrace life's challenges.

## The opportunity

**Do you want to go to work every day knowing that you're valued and making a difference? If so, then working with us as an Education Placement Officer may be for you.**

In this role, you will support and assist the Education Placement Manager and team, ensuring that the Academy meets our requirements for pupils joining our transitioning on placements across the Academy. You will support pupils and their families with understanding our model of provision and initiating the right level of support and intervention from the moment a child joins the Academy. You will connect and build a rapport with a wide range of stakeholders and respond appropriately to their needs. Key responsibilities include supporting pupil learning, welfare and success through ensuring a positive learner experience.

## The school

Unity Academy offers full-time education for permanently excluded young people aged between 14-16 years old from mainstream schools. We educate over 145 pupils by offering bespoke curriculums via approximately 19 alternative education partners. These come in many forms, including free schools, independent schools, and Nottingham City approved alternative provisions. Combined, they offer a wide range of curriculum and personal development opportunities which help us find the right fit for your child. All are subject to an ongoing, rigorous quality assurance process completed by the academy and local authority. We are supported as a sponsored Academy by the Raleigh Education Trust, which acts as the Nottingham City commissioner for all permanently excluded children and young people who reside in Nottingham City.



## The candidate

The ideal candidate will have an excellent knowledge of the Alternative Education sector as well as the challenges that children who have been permanently excluded face. They will show a passion and commitment to making sure each pupils needs are met and that pupils are safe in our care.

They will be an excellent communicator: empathetic; consistent; trustworthy. The ideal candidate will be able to work independently and manage their own workload and diary. They will have proficient IT skills and be able to maintain accurate records. The ideal candidate will be expected to use/have access to transport to attend meetings with external agencies and visit the education providers when required (additional expenses will be reimbursed in line with policy).

We welcome applications from everyone who believes they meet the expectations of the role, regardless of age, gender, ethnicity, sexual orientation, faith or disability. In order to ensure that our staff composition is representative of the communities we serve,

applications from groups who are currently under-represented in education including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

## About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension and health assured programme of support. Participation in annual training and development is expected and training bursaries are available on request.

## About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application. To complete the application you would need the following document(s):

- Maximum of 2 A4 sides, outlining how you feel you meet the role and why you believe you can make a difference to children and young people educated.
- Completed application form and associated documents through the portal which can be found at <https://www.raleightrust.org/work-with-us/current-vacancies/>

If you would like an informal discussion with the Principal, please contact Elizabeth Browne on: [Elizabeth.browne@unity.raleightrust.org](mailto:Elizabeth.browne@unity.raleightrust.org) . We encourage you to visit Denewood Academy which will be the base for this role – please speak with Serena Sisson on 0115 9151271 to arrange a visit.

Only candidates requested for interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Raleigh Education Trust is obliged by law to operate a checking procedure, through the Disclosure and Barring Service, for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.

## Person specification

GRADE: GLPC – E POINTS 12 – 19

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Enthusiastic and motivational team member with strong morale building skills</li> <li>Able to work independently and make judgements whilst also working as part of a wider team</li> <li>Resilient and determined whilst a supportive team member able to demonstrate empathy to address matters in a sensitive and considerate manner</li> <li>Commitment to inclusion and diversity to ensure the maximum benefits for pupils and staff</li> <li>Commitment to personal development for self</li> <li>Commitment to the promotion of safeguarding and welfare of children and young people</li> </ul>		/		/	
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<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's in Maths and English</li> <li>A levels or equivalent</li> <li>Ongoing CPD</li> </ul>		/		/	/
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<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge / experience of specialist settings</li> <li>Knowledge / experience of educational settings / phases</li> <li>Significant experience of working with vulnerable children and young people</li> <li>Clear understanding of educational related legislation and statutory frameworks and developments</li> <li>Experience of liaising with a range of providers, agencies, professionals and parents / carers to support children and young people</li> <li>Experience of promoting the learning and welfare of children and young people</li> </ul>		/		/	
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## GRADE: GLPC – E POINTS 12 – 19

<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Committed to working positively with all stakeholders</li> <li>Effective communicator who is at ease with all stakeholders</li> <li>Strong negotiation skills and the ability to challenge and support others</li> <li>Ability to write actions plans, maintain accurate records and create assessment reports</li> </ul>		/		/	
<b>Use of Resources</b>	<ul style="list-style-type: none"> <li>Input to and use Trust systems and processes effectively</li> <li>Use Trust systems and processes to allow effective management of pupil caseloads and tracking of actions</li> </ul>		/	/	/	
<b>Work to promote mutual respect and good relations</b>	<ul style="list-style-type: none"> <li>Commitment to inclusive education.</li> <li>The desire to support a working culture which values creativity and openness and is sensitive to need.</li> </ul>		/		/	
<b>Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>Be willing to undertake training and development, as necessary, in order to enhance service delivery</li> </ul>				/	
<b>P: Pre-application    A: Application    T: Test    I: Interview    D: Documentary evidence</b>						

## General duties and responsibilities

### Role Overview

- Support the admissions process for the Academy
- Support the placement of pupils in appropriate educational provision according to their specific educational and personal needs
- Support the reintegration of pupils into mainstream education
- Act as a key worker for a specific caseload of alternative provision

### Key Accountabilities

#### Working in Partnership

- Liaise with the Education Placement Manager regarding proposed pupil placements and provision

- Liaise with schools and external agencies regarding the admissions process for pupils who are excluded from mainstream education
- Ensure all curriculum requirements are in place for pupils and are subject to review where there is a placement breakdown
- Support the transition of children / young people from mainstream to alternative provision
- Maintain a caseload of children / young people who are placed in alternative provision, review progress, agree appropriate targets and liaise with the provision and parents, as appropriate
- Attend review meetings, as appropriate
- Support the Education Placement Manager in recommending and overseeing referrals for additional support and services to meet the needs of children / young people
- Agree pupil needs and learning objectives with alternative provision and external agencies that support reintegration into mainstream education and / or the achievement of qualifications
- Support the preparation of documentation for submission to the local authority for pupils who are preparing for reintegration to mainstream education including presentations to decision-makers
- Support pupils, parents and schools during the reintegration process by sharing good practice strategies
- Maintain regular and effective communication with parents, schools and external agencies for information gathering / sharing and safeguarding purposes
- Use Trust information systems to monitor, track and action behavioural issues and safeguarding concerns
- Use Trust information systems to measure progression and impact of pupils to post-16 education, training and employment
- Produce regular reporting regarding the quality and performance of alternative provision providers including strategies for improvement
- Ensure all administrative tasks, including the use of MIS, are recorded and updated, when required
- Liaise with the Trust's Attendance team to implement strategies to improve and increase levels of attendance

#### Trust Responsibilities

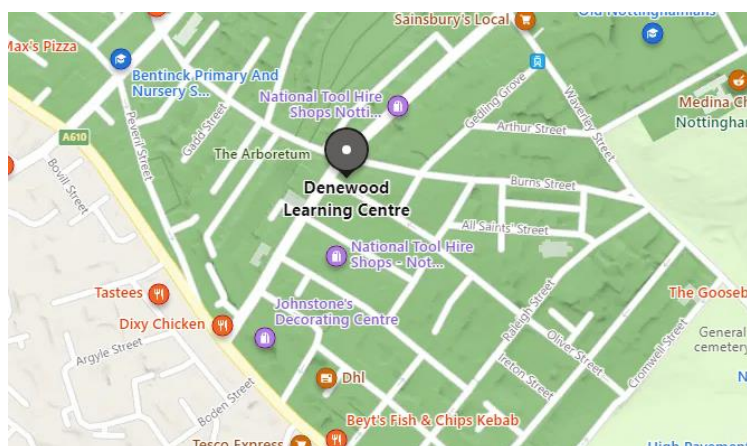
- Support and uphold the Trust's ethos, values, policies and procedures
- Apply and adhere to the Trust's Code of Conduct
- Act with professionalism and integrity at all times, promoting the Trust's values
- Comply with Data Protection legislation and follow the principles of GDPR
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust's and Academies EDI policies
- Promote a work environment that protects people's health and safety and welfare in accordance with the Trust's Health and Safety Policy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Education Placement Officer will carry out. The post-holder may be required to do other duties appropriate to the level of the role.

All staff are expected to maintain high standards of customer care in the context of the Trust's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

## Address and contact details



113 Forest Road West,

Nottingham

NG7 4ES

T: 0115 915 1271

Unity Academy is a sponsored Academy within the Raleigh Education Trust.

E: [enquiry@unity.raleightrust.org](mailto:enquiry@unity.raleightrust.org)

W: [www.raleightrust.org](http://www.raleightrust.org)