

MURRAY PARK SCHOOL


Ofsted
Good
Provider



APPLICANT INFORMATION PACK

NON TEACHING KEY STAGE SUPPORT MANAGER (KS4)

APPLICATION DEADLINE:	11 TH OCTOBER 2023, 9AM
INTERVIEW DATE:	W/C 16 TH OCTOBER 2023
START DATE:	AS SOON AS POSSIBLE (SUBJECT TO ENHANCED DBS AND REFERENCES)

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references



Head Teacher: Mrs N. Caley

Address: Murray Road, Mickleover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Recruitment Email: recruitment@murraypark.derby.sch.uk

OUR HEAD TEACHER



MRS N. CALEY

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.



“Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values and a common goal of not only celebrating our students’ diversity but championing them to achieve their dreams.” (Flavia Kupferberg - Teacher)



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Assistant Headteacher)



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1111 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to recruitment@murraypark.derby.sch.uk or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.

“Murray Park is an extremely engaging place to work, but more than that it feels like a family and really integrates the ‘community’ aspect of the school’s name. (Mr Potts - Geography Teacher)



OFSTED 2022

Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.” “Leaders have planned assessments to check pupils' understanding.”
Behaviour and Attitudes	“Pupils are happy and safe at Murray Park. They know teachers care about them.” “Leaders have ensured that classrooms are places where pupils can learn.”
Personal Development	“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.” “Leaders ensure that all pupils have opportunities to gain different cultural experiences.”
Leadership and Management	“Leaders have prioritised reading.” “Leaders have created a culture of safeguarding.”

SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way” (Miss Bunting - Science)



STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered.



Opportunity for flexible working for all staff.



A warm-strict behaviour culture with centralised system which means no detentions for teachers, disruption free classrooms and a supportive internal Alternative Provision.



A designated, trained, mental health leader.



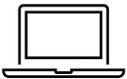
A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



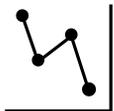
Paid lunch duties, including a free meal.



A highly supportive approach to CPD and quality assurance that focusses on every member of staff improving, not proving.



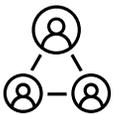
Latest technology, including new high-specification laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



A meeting schedule that is well under the directed-time allowance, as well as half-termly well-being meetings.



A policy that emphasises the importance of feedback, not marking, meaning there is no requirement to complete written marking on classwork.

“Murray Park School is at the centre of the community and our students and this is their oasis” (Katie Drew - Alternative Provision Lead)



JOB ADVERT

Non Teaching Key Stage Manager KS4 Full-Time/Permanent (41 weeks per year)

- POST TITLE:** Non Teaching Key Stage Manager - KS4
- SALARY SCALE:** NJC Pt 22 (£29,439 pa) - Pt 24 (£31,099 pa)
Pro Rata Actual Salary Approx- £26,739- £28,245 pa
- HOURS:** 37 Hours per week Term Time plus 2 weeks (41 weeks per year)
- RESPONSIBLE TO:** Teaching HOY in the relevant Key Stage
- FRAME WORK:** To work within the framework of the NJC pay and conditions, current legislation and the policies of the school.

Murray Park School is seeking to appoint a non-teaching key stage manager to join our pastoral team. The successful candidate would be joining a dedicated and highly skilled pastoral team. The individual we are looking to appoint will be committed, energetic and able to work under pressure. They will support the day to day running of the behaviour systems, the pastoral care system and support with safeguarding within a specific key stage. This post is suitable for a non teacher at any stage of their career and the school is fully committed to supporting staff with CPD. The person appointed will have:

- A passion for pupil support.
- High standards and expectations.
- Highly developed interpersonal skills.
- A commitment to team work.
- A commitment to successful behaviour management.
- A positive outlook.

How to Apply:

Closing date: 11th October at 9am.

Interview date: Week beginning 16th October (date to be confirmed).

A non-teaching application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies> . Application and cover letter should be emailed to recruitment@murraypark.derby.sch.uk or apply via TES Online. CVs only will not be accepted.



ROLES AND RESPONSIBILITIES

Duties as a Key Stage Manager:

- Support the teaching Heads of Year (HOY) with the day to day running of the relevant year group.
- Pick up incidents during the day, collect statements and work towards resolving situations.
- Report serious incidents to a member of SLT and then support in the resolution the incident.
- Attend safeguarding meetings when the teaching HOY is not available due to teaching commitments.
- Support the safeguarding team to address safeguarding concerns raised throughout the day.
- Communicate with parents.
- Support pupils who are struggling to access the mainstream curriculum

Key Tasks:

- Will support the running of briefings with the tutor teams and Year team meetings according to the agenda provided by HOY, leading the meetings in the absence of the HoY.
- Will check the behaviour report daily and support in completion of necessary actions before 8:30am the next morning.
- Will deliver pupils on the IEU list to the IEU at the start of P1.
- If a tutor is not available and a meeting with a parent of a pupil who is not high profile is required, will hold this meeting. Will be available to deal with parents in reception if the HOY is not available.
- Will monitor regularly throughout the day the on-call log/IEU log and take necessary actions, such as contact with home.
- Will liaise with the attendance manager and support with any home visits as required.
- Will support with the collection of pupils for lunchtime and SLT detentions.
- Will provide a weekly report sheet on required KPIs/Impact to SO (that is checked by the Head of KS) and attend the weekly meeting.
- Will take responsibility for making sure any pupils in the KS on white report are picked up and monitored by tutors.
- Will monitor and address uniform throughout the day, resolving the situation or isolating the pupil as required.
- Will attend any external meetings as directed by the teaching HOY.
- Will complete any paperwork such as PEP/Fresh start/Junction 16/Exclusion letters for their nominal year.
- Will make sure work is provided for any excluded pupil within the KS.
- Will organise part-time timetables to be provided to pupils in the KS as required and agree increased hours as appropriate with the aim of reaching full time as appropriate.
- Any other duties as directed by the member of the Senior Leadership Team with responsibility for the pastoral team that would be in line with this role.



PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge Understanding of the importance of regular student attendance and issues around non-attendance Experience of working in a busy office environment fulfilling a range of administration duties Knowledge of attendance legislation	✓ ✓	✓
Qualifications A GCSE grade C or above in Maths and English, or equivalent Involvement in recent, relevant professional development Willing to undertake further professional development	✓ ✓	✓
Skills/Abilities Operational knowledge of SIMS or other school management information system Highly systematic and organised Able to work effectively as an individual or as part of a team, even when under pressure Able to form and promote positive relationships with students, staff and parents Proficient user of ICT and able to present data in a useful format for decision making Practical and resourceful with a flexible approach to work Able to deal with confidential information in a sensitive manner	✓ ✓ ✓ ✓ ✓ ✓	✓
Personal Qualities Highly systematic and organised Good attendance and punctuality record. Commitment to supporting the full life of the school. Calm, patient and approachable in all situations Enhanced Criminal Records check (on appointment)	✓ ✓ ✓ ✓ ✓	





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



Head Teacher: Mrs N. Caley

Address: Murray Road, Mickleover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Recruitment Email: recruitment@murraypark.derby.sch.uk