

# MURRAY PARK SCHOOL

Ofsted

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Provider



## APPLICANT INFORMATION PACK

### NON TEACHING KEY STAGE SUPPORT MANAGER

APPLICATION DEADLINE: TUESDAY 6<sup>TH</sup> MAY 9AM  
INTERVIEW DATE: FRIDAY 9<sup>TH</sup> MAY  
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*



**Headteacher:** Mrs N. Caley

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

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

# OUR HEADTEACHER

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 - 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 a comprehensive induction

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.

I wish you the best of luck with your application to our school.



MRS N. CALEY

## SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

*"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."*

Flavia Kupferberg - Teacher of English



# 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.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Charter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



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.

*"The quality of provision and pastoral care for our students has an exceptional impact on their lives."*

Emma Challand - Head of Year





# 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 1200 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 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](mailto: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.

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*“Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter.”*

**James Murton - Teacher of English**



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

## 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.”*

**Charlotte Bunting - Teacher of Science**

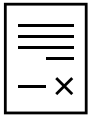


# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an 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.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



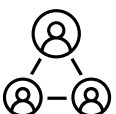
Latest technology, including new laptops for teachers.



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.



Staff social and sports events.

*"Murray Park School is at the centre of the community. For our students this is their OASIS."*

**Katy Drew - Alternative Provision Lead**



# JOB ADVERT

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

**POST TITLE:** Non Teaching Key Stage Manager

**SALARY SCALE:** NJC Pt 22 (£32,654 pa) - Pt 24 (£34,314 pa)  
Pro Rata Actual Salary Approx- £29,665- £31,172 pa

**HOURS:** 37 Hours per week Term Time plus 2 weeks (41 weeks per year)

**RESPONSIBLE TO:** Assistant Headteacher

**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. 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: Tuesday 6<sup>th</sup> May 9am**

**Interview date: Friday 9<sup>th</sup> May (time 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](mailto:recruitment@murraypark.derby.sch.uk) or apply via TES Online. CVs only will not be accepted.

*"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."*  
**Joe Potts - Teacher of Geography**



# ROLES AND RESPONSIBILITIES

## Duties as a Key Stage Manager:

- Support the teaching Heads of Year (HOY) with the day to day running year groups.
- 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 CR list to the CR 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/CR 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 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.

*'Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park...'*

**Elise West - Teacher of Maths**





# PERSON SPECIFICATION

	Essential	Desirable
<b>Experience &amp; Knowledge</b> 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	✓  ✓	✓
<b>Qualifications</b> A GCSE grade C or above in Maths and English, or equivalent Involvement in recent, relevant professional development Willing to undertake further professional development	✓  ✓	✓
<b>Skills/Abilities</b> 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	✓ ✓ ✓ ✓ ✓	✓
<b>Personal Qualities</b> 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)	✓ ✓ ✓ ✓ ✓	

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*"No school day is ever the same. I love helping students achieve their best, in a positive environment working with staff and students who embrace challenges."*  
**Lisa Clarke - Lead Cover Supervisor**





# MURRAY PARK SCHOOL

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

“PROUD TO BE HERE”



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