



Access Learning Centre Manager
Closing Date Thursday 2nd February 2023, 12 noon.
Recruitment Information Pack

Filey Secondary School
Muston Road, Filey YO14 0HG

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

Michelle Britton Interim Headteacher

Coast and Vale Learning Trust: Our Schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.



To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://www.coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



We were judged 'Good' by Ofsted in 2022, with pupils that go on to secure a variety of high-quality placements when they leave the UTC.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Application Process

The closing date for all applications is Thursday 2nd February 2023 at 12 noon.

Interviews will be held on Tuesday 7th February 2023.

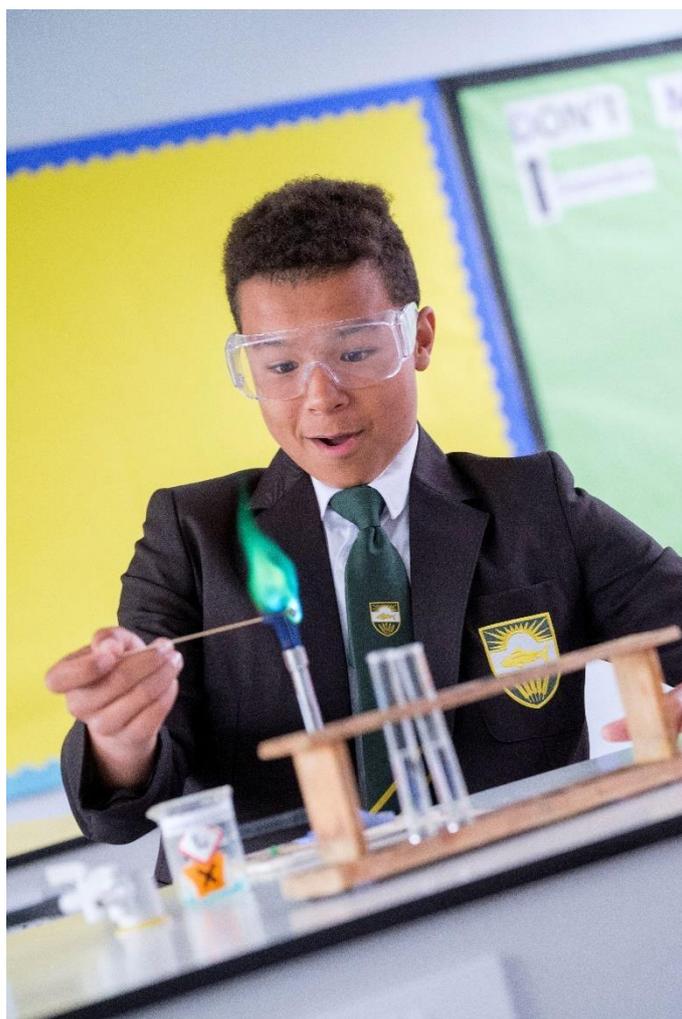
Completed applications must be returned to Danielle Rowley at recruitment@coastandvale.academy

If you think you're the person for the job, please complete the attached application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy



Job Description

POST:	Access Learning Centre (ALC) Manager
GRADE:	Grade I, SCP 23
RESPONSIBLE TO:	Senior Leader of Improving Engagement & Safety. Direct line management to - SENDCo
JOB PURPOSE:	To provide leadership and management of the ALC including the effective design of bespoke curriculum packages, which improve the engagement of students with an ALC placement.
JOB CONTEXT:	<p>Works within the ALC to provide leadership to staff who work with and support students with an ALC placement. The post holder will be able to establish productive working relationships with staff and students whilst working in line with the school's policies and practices.</p> <p>The Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Responsibilities	<ul style="list-style-type: none"> • Lead and manage all staff who work and support students with an ALC placement. • Monitor and evaluate the quality of provision and the performance of staff who work and support students with an ALC placement. • Ensure the highest levels of student engagement through the design of curriculum packages, which motivate and stimulate students with an ALC placement. • Apply the school's policies and practices in the ALC • Report any safeguarding concerns to the DSL in a timely way. • Establish productive working relationships with students in the ALC, acting as a role model and setting high expectations. • Filey School is a Nurture school. It is expected that the ALC manager embeds the Six Principles of Nurture across the ALC curriculum. • Manage the behaviour of the students in the ALC, promoting and maintaining order and a calm working environment. • Ensure the health, safety and welfare of students in the ALC is maintained at all times.

	<ul style="list-style-type: none"> • Construct and deliver behaviour management programmes as relevant for particular students and groups of students.
Teaching, learning and assessment	<ul style="list-style-type: none"> • Write, monitor and review "My Plans" for students in the ALC, drawing upon advice from the SENCO and support services and following best practice in line with the code of practice for SEN for meeting additional needs. • Motivate students to complete programmes of work, and to achieve their targets on individual education plans. • Work with students individually and in small groups in the ALC. • Promote the safe use of ICT with students in the ALC. • Contribute to the completion and monitoring of Boxall Profiles. • Develop Strong Start plans to support transition processes as necessary.
Organisation	<ul style="list-style-type: none"> • Plan for the admittance of students to the ALC through liaison with the student, parents or carers. • Organise timetables for students in the ALC who are there both full and part time, working flexibly and creatively with the SENCO regarding learning provision. • Plan, monitor and evaluate the work of any teaching assistants attached to ALC. • Organise regular review meetings for students in the ALC in accordance with their admittance plan. • Contribute to reviews for students who are based in the ALC. • Plan for the return of students from the ALC to mainstream classes
Communications	<ul style="list-style-type: none"> • Liaise closely with SLT and the SENDco • Communicate effectively with other staff, visitors, contractors, pupils and their families/carers. • Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role.
Resource management	<ul style="list-style-type: none"> • Be responsible for the development of resources to support the learning and personal and social development of students in the ALC. • Be responsible for the system of storage and maintenance of resources in the ALC base. • Participate in the schools performance management scheme. • Attend staff meetings and training days and management team meetings by agreement with the Headteacher. • Participate in training & other learning activities relevant to the role

	<ul style="list-style-type: none"> • Maintain a flexible approach in order to lead and manage new initiatives and programmes based in the ALC, as directed by the Headteacher
Safeguarding	<ul style="list-style-type: none"> • Adhere to data protection legislation • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to. • Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. Share information as appropriate– in writing, by telephone, electronically and in person. Maintain and update all necessary records using manual and computerised systems and check entries.
Data Protection	<ul style="list-style-type: none"> • To comply with The Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.

Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	September 2022

PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes • Understanding of individual children and young peoples' needs. • An understanding that children/Young people have differing needs and knowledge of inclusive practice 	<ul style="list-style-type: none"> • Knowledge of Behaviour Management techniques. • Knowledge of Child Protection and Health & Safety legislations and procedures.
Experience <ul style="list-style-type: none"> • Experience of working with children in an education setting. 	<ul style="list-style-type: none"> • Experience of delivering evidence based interventions that accelerate learning. • Experience of Restorative Approaches

<p>Occupational Skills</p> <ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe. • Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers. • Ability to compile, analyse and interpret data. • Organisational skills to ensure an efficient, orderly learning environment. 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 numeracy & literacy qualification or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training (Dependent on the schools needs - insert as appropriate). • GCSE Grade A – C in Maths and English, or equivalent.
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise discretion and judgement • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes. • Ability to use authority and maintaining discipline. • Enhanced DBS 	