



Tor View School

Academy Business Lead

Candidate Information Pack



“We grow together, we learn together, we will achieve our best together”

CONTENTS

Welcome from the Chief Executive Officer	3
Overview of the Trust and School	4
Application Procedure	7
Job Description	8
Person Specification	10



Welcome from the Chief Executive Officer

Dear Candidate,

I am delighted that you are interested in the opportunity to fulfil the role of Academy Business Lead at Tor View School.

Our Trust currently has three primary schools and 2 special schools, together with Valley College (a post-16 specialist institution). The Trust supports 475 staff and in excess of 2,000 students.

We are ambitious with our plans; in the next five years, we aim to further grow the Trust by developing our specialist provisions, partnering with concurring schools and, should the right opportunity present itself, open a Free School.

More details about the role are provided in the Job Description later in this brochure. The successful candidate will work closely with the Executive Headteacher to ensure we continue to provide an outstanding service, supporting the education of our pupil cohorts across Tor View School and the wider Trust.

If you would like to know more about the school, I would encourage you to contact Laura Taylor-Gray, HR Officer. In the meantime, the school team very much looks forward to receiving your application directly.

Angela Holdsworth MBE
CEO Sea View Trust

VACANCY INFORMATION

The Leadership and Governors of Tor View School are now seeking to appoint a suitably qualified and dynamic Academy Business Lead. The successful candidate will be responsible for the day to day management of the business functions.

Overview of the Trust and Our School

ABOUT OUR TRUST

In January 2017 Tor View School successfully converted to Academy Status and formed The View Trust. In November 2019, the Trust merged with the equally successful Blackpool Multi-Academy Trust which consisted of Revoe Learning Academy, Anchorsholme Academy, Devonshire Primary Academy and Park Community Academy (Special). This new partnership is known as The Sea View Trust. The academies all benefit from a unique relationship that has developed between the schools and the Trust is proud of its Sponsor Status. Further information about the wider Trust can be located on the Trust website.

ABOUT OUR SCHOOL



Tor View is an all through school, providing an 'Outstanding' education for children and young adults, aged 3 – 19 with a wide range of educational needs. Predominantly, we specialise in teaching children with learning difficulties, either moderate (MLD), severe (SLD) or profound and multiple (PMLD); many of our

children have accompanying conditions such as Autism, Down Syndrome or Cerebral Palsy. All of our children attend school because they have complex and lifelong learning disabilities which mean they need an Education, Health and Care Plan (EHCP).



Tor View School is very well equipped and benefits from a range of multi-sensory rooms, a hydrotherapy pool and a therapy dog, Ruby. Throughout the school, provision is made for pupils with additional needs arising from physical disabilities, sensory impairments and specific

conditions including Autistic Spectrum Condition. In addition, the Academy has a specialist resource, the Intensive Support Centre (ISC) which accommodates young people with complex needs arising from behavioural and communication difficulties. Tor View School also has a café, The Garage Café, which is open to the public and provides the learners with valuable work experience.

OUR VALUES

The Governors and staff of Tor View Specialist Learning Community value equal opportunities for all; they aim to provide this through:

- An inclusive ethos of respect, tolerance, and understanding of others' needs. This develops and values pupils' self-discipline, independence and autonomy in preparation for adulthood;
- A safe supportive, caring and dynamic school environment which extends into the wider Community where all are valued as educators and partners in school improvement;
- Access to the National Curriculum and the extended school, both are designed to accommodate individual pupil needs and to ensure maximum progress;
- An environment where creativity is nurtured and the arts provide a medium for driving forward school improvement;
- The celebration of success and positive outcomes for all.

THE STAFF

Our current management team is comprised of experienced and skilled school professionals who support and share best practice. Additionally, all our teaching staff assume leadership responsibilities for curriculum areas across the whole school, at primary or secondary level. Class based support staff are integral members of the teaching teams and all are supported by a dedicated team of non-class-based staff.

OFSTED INSPECTION

The School was last inspected in December 2019 and was judged as **'Outstanding'**. This was the fourth successive inspection in which the school has remained **'Outstanding'**

'Staff have an exceptional understanding of each pupil in their care. They have very high expectations for pupils' academic and personal development'.

'Pupils are effusive in their praise for staff because they know that staff care for their well-being'.

'No matter what context, this is a school that encourages and empowers pupils to shine'.

Ofsted 2019

For further information about the strengths of our school, please visit the Ofsted website to read the full report: www.ofsted.gov.uk – 'schools'

SCHOOL ACHIEVEMENTS

Tor View School is proud to have received a number of accolades and more information about these can be found on our website, or via the school office.

TRUST CURRICULUM STATEMENT

The curriculum statement of The Sea View Trust drives the curriculum for all the Trust academies. This places an emphasis on providing a formal developmental and additional curriculum, relevant to each learner's needs.

Pupils will have access to the Foundation Stage and the full breadth of the National Curriculum, having due regard for the relevance to each pupil at their particular age and development level.

SCHOOL ORGANISATION

Our school is organised in to 'age-based' phases:

- Early Years Foundation Stage
- Primary (Key Stage 1 [Year 1-2] and Key Stage 2 [Year 3-6])
- Secondary (Key Stage 3 [Year 7-9] and Key Stage 4 [Year 10-11])
- Further Education (Key Stage 5 [Year 12-14])

Tor View School also provides a cross-phase, pan-Authority provision which meets the needs of learners with complex Autism, acquired brain injuries and challenging conduct/behaviour. This is our Intensive Support Centre (ISC).

- **College Link Courses and Accreditation**
Students in Years 11 to 14, where appropriate, can access mainstream College link courses. The school offers a range of accreditations.
- **Parent Partnership**
Parent Partnership, managed by our Parent Liaison Officer, is a key feature within the pastoral care system of the school. Parent Partnership promotes a high-quality educational provision for all pupils, in an environment that reflects care, happiness, enjoyment and success. The Parent Liaison Officer supports this by working with school-based colleagues, individual families and external agencies to further develop our home school relations.
- **Other Multi Agency Staff**
Tor View School has access to a School Nurse Practitioner, who supports the school in addressing health related issues. The School Nurse Practitioner delivers health related programmes across the school in order to promote healthy lifestyles and good health, conducts health assessment of individuals, health surveillance and leads on health promotion to ensure that both local and national Public Health initiatives are met. We also work collaboratively with OT, Physio, SALT and CAMHS ensuring the needs of our learners are met.

Application Procedure

Application Form & Cover Letter

Potential candidates should complete the Tor View School's application form, available from recruitment@theviewtrust.org outlining how they meet the criteria as detailed below, referencing their skills as per the job description / person specification and also listing all relevant qualifications.

Completed application forms are returnable to: recruitment@theviewtrust.org.

Application Deadlines

Closing date:	Monday 3rd October 2022 @ 9.00am
Shortlisting:	Monday 3rd October 2022
Planned interview date:	Friday 7th October 2022
Start date:	ASAP

Shortlisted candidates are advised that they will be contacted with details of the interview process as soon as possible following the closing date.

Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The academies within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

All staff will be required to hold an enhanced DBS Disclosure.

To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Equal Opportunities

At our Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

Job Description	
Job Title	Academy Business Lead
Pay Grade/ Scale/ Range	Grade G (SCP 26-28)- £30,984-£32,798 Permanent Post
Working Hours	5 days / 37 hrs per week Full Year - Full Time Post
Location	Tor View School, Rossendale
Staff Responsible to:	Executive Headteacher / Head of School
Staff Responsible for:	Administration Team, Catering Manager, Site Team, ICT Team
Start Date	ASAP
Special Conditions An enhanced Disclosure and Barring Service (DBS) check is required for this post	

Role Title	Typically reports to
Academy Business Lead (Unique) Sea View (Administrator 5 – Grade G)	Head Teacher and Central Team
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	June 2021
Purpose of the role (job statement)	
To contribute to the planning, development, and implementation of administrative, operational and financial services within the Academy.	
Responsibilities	
Key duties: <ol style="list-style-type: none"> 1. Manage the Academy's administrative and operational functions through planning, developing, designing and monitoring systems and procedures; 2. To be responsible for the health and safety of the setting, undertaking risk assessments, inspections and site visits. 3. Manage support staff; Admin, Site, HR, Catering and IT. 4. Be responsible for business management of Academy resources including supporting the Chief Finance Officer (CFO) with budget preparation 5. Support the COO in promoting and marketing the Academy, and the CFO and School Finance Lead with income generation activities 6. Arrange provision, analysis and evaluation of data and detailed reports and information to the Central Trust Team, Academy Senior Leadership Team and the Governing Body; 7. Manage the administration of human resources; 8. Manage the contract for Payroll services 9. Management of contractors whilst undertaking works on site. 10. Liaise with other staff, pupils, parents/carers and external agencies; 11. Maintain confidentiality and adhere to safeguarding procedures. 	
The post holder will also: <ol style="list-style-type: none"> 1. Undertake day to day management of the Academy's facilities, including premises, lettings and liaising with external contractors; 2. Be responsible for health and safety issues within the Academy (with the support of the Headteacher and Central Team) and how they impact on pupils, staff and visitors to the Academy; 3. Support the CFO in preparing and submitting bids for funding from outside agencies; 4. Contribute to and develop strategic policies and initiatives, supporting the COO and CFO, to make 	

policy or budget decisions/ recommendations with implications for the whole Academy.

Indicative knowledge, skills and experience

- Knowledge of theory and practice of business and administration management; experience and expertise across a range of activities, such as administration, operations, staff management, finance, procurement;
- Experience in administrative and operational roles;
- National qualifications Level 4 or relevant extensive work experience;
- Willing to work towards the Level 4 Diploma in School Business management (formally CSBM);
- Good interpersonal communication skills;
- Requires skills for the management of staff, negotiations with suppliers and liaising with external bodies;
- Deals with sensitive issues e.g. contracts, HR;
- Skills for whole Academy planning, development of administrative procedures;
- Involves complex issues, situations and problems, which do not always have prescribed solutions.