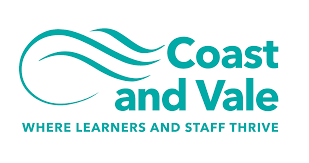
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**Being the best we can be**



**Access Learning Centre Manager**

**Closing Date Wednesday 25th May 2022, 9am**

**Recruitment Information Pack**

Scalby School

Fieldstead Crescent, Scarborough, YO12 6TH

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and students of Scalby School.

I was delighted to be appointed Head of School and while any Head will say their school is special – I truly believe Scalby is.

It is hard to encapsulate in words the full dynamism and vibrancy of our school. We are hugely proud of our students and privileged to serve them and this community. We see it as our professional and moral duty to prepare them as individuals to play their part as active citizens – rounded and centred and aware of all they might contribute to the world. In practical terms, this commitment is manifested in the lessons we deliver, the extra-curricular opportunities we offer and in the wider opportunities we promote.

Scalby is a school with a strong academic tradition but we are equally committed to the Arts, to sport and to collective and individual achievement beyond the classroom. Our annual productions held at the Stephen Joseph theatre are testament to this, and over the years we have seen productions of Macbeth, Romeo and Juliet, Our House to name but a few.

We have developed and benefited from our partnerships within Coast and Vale Learning Trust, Scarborough Teaching Alliance and local secondary and primaries – a few reasons to join us!

In recent years enormous strides have been made to further increase learning standards. This hard work has seen results improve consistently and led to Ofsted rating our school as ‘Good’ in 2012 and in 2019. I truly believe we are a school with highly effective teachers and support staff producing outstanding outcomes for our students.

I hope you can see that this is an excellent time to join Scalby. If successful you will join a staff team of wonderful professionals who have ambition for our students and for themselves. I take pride in ensuring colleagues receive opportunities to develop their skills and experiences – and we have an enviable reputation for delivering high quality professional development.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application.

Chris Robertson

Head of School

**Our results**



Scalby School’s last set of externally examined GCSE results in 2019 were characterised by high levels of achievement. We have worked hard during COVID to ensure students have also achieved in line with these results in 2020 and 2021 when TAGs were awarded.

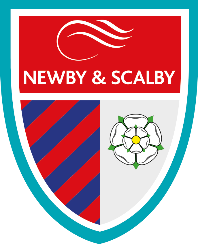
Our students consistently make significantly better progress than their peers did nationally. Results in English, Maths and Science are above the national averages at Grade 4 and Grade 5, with 36% of students achieving a Grade 7 or better in English, 28% achieving Grade 7 or better in Maths and 21% achieving Grade 7 or better in two sciences.

Recent results are particularly pleasing because of the high number of students who achieved Grade 8 and 9 across a number of subjects.

None of these fantastic results would have been possible were it not for the professionalism and dedication of our teachers and learning support teams. These results mean that our students leave us now being able to access a wide range of post-16 courses at college and they have the skills and knowledge valued by employers.”

Our success in our GCSE results follows our positive Ofsted inspection in February 2019. We are delighted that the high quality of education on offer has been doubly validated at a national level.

**Our schools**

[](https://www.google.co.uk/imgres?imgurl=https://s3.amazonaws.com/images.ecwid.com/images/12739192/993883346.jpg&imgrefurl=http://www.edgeclothing.co.uk/store/Newby-%26-Scalby-School-c27410294&docid=vaAFan9GlLBSPM&tbnid=ClsEZGzPxNmnKM:&vet=10ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw..i&w=910&h=839&hl=en&bih=1124&biw=1920&q=Newby%20Scalby%20Primary%20School&ved=0ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw&iact=mrc&uact=8)**Newby and Scalby Primary School**

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be ‘good’ in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.

Since our “good” Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. 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 us at:**

[Newby and Scalby Primary School - Home (coastandvale.academy)](https://www.newbyandscalby.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 us at:** [Friarage Community Primary School - Home (coastandvale.academy)](https://www.friarage.coastandvale.academy/)

**Scalby School**

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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 us at:** [Scalby School - Home (coastandvale.academy)](https://www.scalby.coastandvale.academy/)

## Lady Lumley’s School

A picture containing text, queen

Description automatically generated

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 us at [Lady Lumley's School - Home (coastandvale.academy)](https://www.ladylumleys.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.

Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

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 us at:** [**https://www.scarboroughutc.co.uk**](https://www.scarboroughutc.co.uk)

## Application Process

The closing date for all applications is **Wednesday 25th May 2022, 9am**

Interviews will be held week as soon as possible after the closing date

Completed applications must be returned to Garry Morrison at [**garry.morrison@northyorks.gov.uk**](mailto:garry.morrison@northyorks.gov.uk)

**If you think you’re the person for the job, please complete the enclosed 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 Garry Morrison at [garry.morrison@northyorks.gov.uk](mailto:garry.morrison@northyorks.gov.uk) or on **07814935700**



## 

**Job Description**

**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POST: Access Learning Centre (ALC) Manager** | | |  | |
| **GRADE**: Grade I (scp 23 - 26) | |  | | |
| **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:** | 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.  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. | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | |
| **Responsibilities**  **Teaching, learning and assessment** | * 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. * Scalby 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. * Construct and deliver behaviour management programmes as relevant for particular students and groups of students. | | | |
| * 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** | * 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** | * 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** | * 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 * Maintain a flexible approach in order to lead and manage new initiatives and programmes based in the ALC, as directed by the Headteacher | | | |
| **Safeguarding** | * 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** | * 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** | * 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** | * 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** | * 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** | * 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** | * 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:** | May 2022 | | | |

**Access Learning Centre (ALC) Manager**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
| **Knowledge** |  |
| * 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 | * Knowledge of Behaviour Management techniques. * Knowledge of Child Protection and Health & Safety legislations and procedures. |
| **Experience** |  |
| * Experience of working with children in an education setting. | * Experience of delivering evidence based interventions that accelerate learning. * Experience of Restorative Approaches |
| **Occupational Skills** |  |
| * 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. |  |
| **Qualifications** |  |
| * Level 2 numeracy & literacy qualification or equivalent | * Appropriate first aid training (Dependent on the schools needs - insert as appropriate). * GCSE Grade A – C in Maths and English, or equivalent. |
| **Personal Qualities** |  |
| * Demonstrable interpersonal skills * Ability to work successfully in a team * Able to exercise discretion and judgement * Confidentiality * Flexibility | * Creativity |
| **Other Requirements** |  |
| * To be committed to the school’s policies and etho.s * 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 |  |