

# ACHIEVEMENT SUPPORT CENTRE MANAGER INFORMATION BOOKLET

**MAY 2022**



## ***Introduction***

Thank you for enquiring about our **Achievement Support Centre Manager** position. We hope after reading the information in this pack, you will be excited by the prospect of joining our team.

Vandyke is a great place to work, with high expectations and a caring ethos. "Everyone Matters" here at Vandyke. Our Annual Survey consistently shows that staff feel well supported and are supportive of one another, students enjoy coming to school and our parents/carers are hugely supportive of our school. We often find that competition for posts at Vandyke is strong and the experience colleagues gain here can be a stepping stone to further promotion.

The successful candidate will be joining a thriving school, with a growing reputation for excellent teaching and achievement, innovative and inclusive practice, and excellent leadership and management that puts students and learning at the centre.

## ***The Role***

Please read this booklet alongside the job description and person specification.

The Achievement Support Centre (ASC) provides a small suite of rooms located in the main part of the school where a student will spend a single lesson or sometimes more than one lesson to get on with their work because, for whatever reason, they cannot be in their normal lesson. The reason may be an injury or illness such that they cannot participate in PE for example, or they have been involved in an incident where they need to be apart from another student for a period of time. The work of the ASC Manager is varied and plays an important part in our whole school support for students. The ASC can be a busy place at times, at others there is time to plan for students who are "booked in" to be in the ASC later in the day or in a different day altogether or to undertake tasks linked to the work of the ASC. This is a rewarding role as you are directly helping individual students to learn and reflect perhaps on their behaviour before returning to lessons.

The role is suited to somebody who enjoys working with young people and as a member of a wider team. Full training and induction is provided for the successful applicant dependent on experience.

As with all appointments, we welcome preliminary visits to the school ahead of making an application for the post.

We would also consider applications from candidates wishing to work less than 32.5hrs/week, job-sharing is a possibility.

The successful candidate will receive induction, support, and training during the first year from the following sources:

- line management by the Assistant Headteacher (Achievement and Inclusion)
- Support from the Head of Student Support.
- induction course for new staff run by Vandyke

## ***Our School***

Our students achieve very well, making strong progress in all year groups and achieving outstanding outcomes at GCSE and A Level from all starting points. In 2019, Progress 8 was +0.49 and value-added in the Sixth Form was also high building on strong progress at KS4. Results in 2020 and 2021 were at a similar level and allowed students to progress to their chosen next steps. For the majority of Y13 students the next step was university with students going on to a range of courses at many different universities including two students going on to Oxford. In May 2018, we had an OFSTED inspection that judged Vandyke overall to be a “good” school. The report states that “students are very proud of their academy. They behave well and display highly constructive attitudes to their learning.”

The ethos of Vandyke is based on strong, positive relationships between staff and students. The atmosphere is of a “college” whereby we seek to allow students autonomy and independence. Students respond very well to this creating a “special” atmosphere around school often commented upon by visitors. Staff go out of their way to provide great teaching and support and additional learning opportunities for students. Parents and carers are supportive of the school and feedback from parents and carers is always that the school is welcoming and friendly.



We are pleased to hold Sportsmark and Artsmark (Platinum) awards in recognition of our commitment to Sport/PE and our outstanding programme of extra-curricular sport and performing arts activities. Over 160 students take part in the DoE award scheme each year. Facilities at Vandyke are excellent and include a theatre, drama studio, dance studio, sports hall, sports activity area, specialist athletics jumping facility, floodlit netball centre, floodlit astro-turf pitch, music suite, café and extensive library/study facilities. Construction of a 3G pitch is due to begin shortly to add to the impressive facilities.

In September 2020 we opened a new teaching block comprising 12 new science labs, 10 new maths classrooms, Sixth Form centre including Sixth Form café and accommodation for staff. A further new build extension of the sixth form centre is due to be completed ahead of the start of the new school year in September 2022.

### ***The Recruitment Process***

To apply, please complete the application form in full, in accordance with the accompanying guidance notes, including a letter of application addressing why you are a suitable candidate and what you can bring to the post. CV applications will not be accepted as the information provided on a CV may not be consistent with the information we require.

**The closing date for applications is 12 noon on Monday 6<sup>th</sup> June 2022.**

Vandyke is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All shortlisted candidates will be required to bring proof of identity and original qualification certificates to the interview. The successful candidate will be required to complete an application for an enhanced disclosure from the Disclosures and Barring Service (DBS). Please refer to the separate information provided about the process and acceptable forms of identification.

All applicants are also required to confirm their eligibility to live and work in the UK. Please ensure one of the documents you produce to support your DBS application is also included on the enclosed list "Asylum and Immigration Act 1996" to satisfy this requirement.