

Recruitment 24/25

Assistant Curriculum Team Leader
Key Stage 3 Resource Provision



Minsthorpe
Community College



Mr Mark Gilmore & Mrs Rachael Merritt
Joint Principals



Minsthorpe Community College

Welcome

Dear Applicant

Thank you for your interest in Minsthorpe Community College. We hope that the information contained within this pack will help you decide if you have the right qualities, skills, and experience to apply for our vacancy.

Minsthorpe Community College is a very special place. Between us, we have more than 40 years' experience working here. When we became Joint Principals in April 2019, we wanted to bring to life the vision and values that we truly believe make this College and its community the amazing place that it is. At Minsthorpe Community College our core values of motivation, commitment and care permeate through everything we do. They are brought to life in all aspects of our College life and not just put up on the walls as decoration. Our vision for Minsthorpe will only ever happen when we live through these values which we hold dear.

Minsthorpe's core values are built on our response to the following question. As a parent, looking for a school, college, or university for our own children, what is it that we actually look for in a place? Firstly, we want a place where our children love to learn; somewhere where they get up every morning and want to go to, where they are motivated in all the subjects they study and where there is a wide range of extra-curricular activities for them to enjoy. Secondly, we want to find a place where they will get a world-class education, where teachers and students are committed to achieving the very best to move them to the next phase of their education. Finally, we want a place that will look after our loved ones. A place where people care for each other and put an arm around someone if they are in need. We want to know that there is always an adult available whenever needed and where children will make friends that will last a lifetime.

Our vision for Minsthorpe is that every single person has a part to play in strengthening our learning community. Students, staff, parents, and governors all have a crucial role to play each and every day. We say to our students that we all have different talents and whether you are an amazing mathematician or can speak a foreign language, whether you are a great footballer or a talented tennis player, whether you love reading, are passionate about the environment or have an incredible singing voice, everyone has a part to play here. We are ambitious for our students to be the best that they can be. We want them to be motivated to come to College, committed to their education and to care for each other.

We are seeking to appoint staff who will share this vision and work with us to make it a reality. At Minsthorpe, we invest in the recruitment, development and retention of caring professionals who are committed to constantly reviewing and improving the quality of learning, teaching and support. We expect that staff are motivated to work collaboratively in setting high expectations for all students with a relentless focus on student learning and progress. In return, you will benefit from working with caring colleagues who will support you in your role and your personal and professional development.

If you would like to arrange a visit to the college, we would be more than happy to show you around so you can get a feel for who we are.

Email enquiries@minsthorpe.cc and we will arrange a convenient time for you to come and visit Minsthorpe Community College. We look forward to hearing from you.

Mr Mark Gilmore/Mrs Rachael Merritt
Joint Principals

Vision & Mission



Vision

Minsthorpe Community College:
A place where everyone plays a part in strengthening our learning community through motivation, commitment, and care.

Mission

Students

At Minsthorpe, we motivate students through an engaging curriculum which promotes lifelong learning. We provide exciting educational opportunities and an ethos of care, guidance and support for all. We know that students learn best in a safe, calm and orderly environment and our rewards and sanctions support this. We expect that students are committed to their own learning and progress and to achieving their future aspirations.

Governors

At Minsthorpe, the Governing Body is committed to challenging the College Leadership to secure the highest standards of education for the students of our community. It oversees the financial performance of the College, ensuring that budgets are well spent. Governors expect that all stakeholders work together in the best interests of the students to motivate and care for each other.

Parents and Carers

At Minsthorpe, we value the contribution our caring parent body makes to their child's education, as we work together to motivate and support each student in reaching their full potential. We want parents and carers to work with us in ensuring their child is safe and happy. We expect the full commitment of parents and carers in ensuring their child attends regularly and on time; completes home learning; wears the correct uniform; is fully equipped and ready to learn and behave the Minsthorpe Way.

Staff

At Minsthorpe, we invest in the recruitment, development and retention of caring professionals who are committed to constantly reviewing and improving the quality of learning, teaching and support. We expect that staff are motivated to work collaboratively in setting high expectations for all students with a relentless focus on student learning and progress.



Why work at Minsthorpe?

Minsthorpe Community College is a large, vibrant, and inclusive community college with a student body of over 1500 students ranging from 11 to 19 years. We have six primary schools in our pyramid and are pleased to welcome children from neighbouring areas.

We have a highly skilled team of teachers and associate staff that always act in the best interest of the students. We offer excellent facilities for learning and teaching with dedicated blocks for each subject area as well as community dimensions including a sports & fitness centre and a children's centre.

Students enjoy a range of extra-curricular and enrichment opportunities which complement their learning. Minsthorpe Community College secures great GCSE and Post 16 results year on year allowing students to progress into higher education and employment.

Minsthorpe Community College places at the heart of its development a commitment to high quality professional development for all staff who join the college. We understand that by investing in our staff we will create an organisation with a shared vision and mission.



"There is a focused, purposeful atmosphere around the school, which is underpinned by the school's vision of motivation, commitment and care."

As a college we are committed to provide the following **benefits for employees:**

- The opportunity to work in a well-resourced, forward thinking, and rewarding environment.
- Excellent facilities for learning and teaching with dedicated blocks for each subject area.
- Free membership of our state-of-the-art on-site Sports & Fitness Centre for full-time, permanent employees, as well as the facility of an on-site Children's Centre.
- Comprehensive induction and on-going opportunities for Professional Development.
- Excellent care and support for all staff, including access to an Employee Assistance Programme for employees and their immediate family.
- Access to the Local Government Pension Scheme (associate staff) or Teachers' Pension Scheme (teachers).
- Nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff.



Learning and Teaching the Minsthorpe Way

Teachers and Student Support colleagues at Minsthorpe Community College strive to plan and deliver lessons to a consistently high standard rooted in fundamental Core Principles of effective pedagogy. We insist on excellent standards of behaviour for learning from all students and it is our daily goal to inspire students to learn & think critically, challenge & support them to achieve and make progress and equip them with the necessary skills to be lifelong learners and effective members of society.

"Pupils are confident, well-mannered and eager to share their opinions. They work hard in lessons and are keen to succeed."

Ofsted, 2023

Staff address any misbehaviour, including low-level disruption to learning, appropriately. Pupils behave well.

Ofsted, 2023

Curriculum

At Minsthorpe Community College our core values of Motivation, Commitment and Care are at the heart of everything we do. Our curriculum intent is to raise the achievements and aspirations of all learners through the delivery of a highly personalised, broad, ambitious, and inclusive curriculum that:

- Deepens students' understanding and develops their knowledge and skills in all subject areas
- Ensures students are literate and numerate
- Enriches students' learning experiences
- Builds students' character
- Empowers students to realise their education and employment potential beyond Minsthorpe Community College

Be Fair Everywhere

We have high expectations of all our students at Minsthorpe Community College and **BE FAIR EVERYWHERE** supports students to understand how we expect them to behave in lessons and around the College site. Parents are asked to watch the relevant **BE FAIR EVERYWHERE** video with their child to ensure they are clear about our expectations.

"Teachers and pupils are clear about expectations and procedures through the 'Minsthorpe way' ... As a result, the school is calm and orderly."

Ofsted, 2023

Student Support

We provide **Motivation, Commitment** and **Care** for students requiring additional support with the aim of ensuring that they achieve their best possible outcomes, transition to Post 16, and have ambitions for jobs, further education, and careers and that they can thrive as independently as possible, depending on their needs.

We are parent and child centred, work in partnership with stakeholders, and have open, robust but respectful conversations with colleagues as we all strive for those best outcomes. We are a skilled, experienced, and knowledgeable team and have good knowledge of the complex education system and can advise and support families about appropriate provisions, support and managing the bureaucratic and legislative challenges for students with **SEND**.



Post 16

We are an inclusive Post 16 provider and cater for learners at all levels and have an established reputation for very strong exam performance, a passion for teaching and learning and an unwavering focus on helping every student achieve their best possible goals.

Minsthorpe Post 16 is committed to delivering high quality teaching which provides challenges and opportunities for individual learners. Students have the opportunity to be creative, innovative and enterprising, whilst benefiting from strong care, support and guidance. The Post 16 team continues to provide our students with support and motivation to raise their aspirations, succeed in learning and position themselves for a better future.

We have a well-established ethos of care and support. Our students and staff enjoy working together as 'Team Minsthorpe' and everyone is committed to 'Learning and Behaving the Minsthorpe Way', because we know this will deliver the best education for the young people. We cannot achieve this alone, and we firmly believe in a strong partnership between the college and everyone within our community.

"The school has ensured that the sixth-form curriculum meets students' needs and interests ... This helps sixth-form students to progress on to higher education, apprenticeships and employment."



CPD: The Minsthorpe Way

At Minsthorpe Community College we are committed to the Continuing Professional Development (CPD) and learning of all members of staff at every career stage and level of experience. We recognise the value of evidence-informed training with an overall to impact positively on students' outcomes and experiences. We are active partners in many local networks, including the Wakefield and Selby Teaching School Hub.

Associate Teams

Our core Associate staff teams consist of Administration, Finance, IT Services, and Data & Exams. These teams are based in The Hub, which is a large open-plan office in the centre of college, where they are easily accessible to offer support, advice, and guidance to staff, students and each other.

Professional Development

Our Core Principles of Quality Learning & Teaching are formed based on a wide range of experience and expertise within Minsthorpe Community College but equally through accessing well-regarded and researched pedagogical texts. Resultant CPD will draw on these texts to form the basis of their content and delivery.

Our ongoing Professional Development & Learning programme is planned and structured to develop the knowledge and skills of teachers and student support staff around the Core Principles of Learning & Teaching whilst giving them a growing awareness of key elements. Our Early Career Teachers have full access to the UCL Early Career Framework and leaders engage with NPQ programmes to support their development.



Professional Learning and Development Associate Staff

Associate staff engage in whole College statutory training e.g., Safeguarding but equally have access to other training pertinent to their respective roles. The list below is not exhaustive but gives a flavour of the range of training opportunities available:

- Access Arrangements training;
- HLTA status
- Apprenticeships
- Team Teach
- Invigilator training
- First Aid



"The curriculum is ambitious for all pupils ... Pupils with special educational needs and/or disabilities (SEND) are involved in all aspects of school life."

Ofsted, 2023

Thank you for taking the time to read this overview of Minsthorpe Community College. We recommend that you explore our website to discover more about us: www.minsthorpe.cc

Catherine Green
Director of HR & Associate Teams
January 2025

Assistant Curriculum Team Leader – Key Stage 3 Resource Provision

An innovative and exciting opportunity is available at Minsthorpe Community College.

In collaboration with the Local Authority, we have successfully introduced a Resource Provision for students whose barrier to the curriculum is their learning. We require a skilled and experienced teacher to join our outstanding Student Support department.

The role will involve teaching Key Stage 3 students in the Resource Provision and intervening with struggling readers in mainstream lessons.

You will be experienced in teaching at Key Stage 1 and/or Key Stage 2. You will have high expectations and the skills to remove barriers to learning no matter what the students starting point and you will have experience and skill in meeting the needs of students with a range of Special Educational Needs and/or Disabilities, at SEN Support and for those with an Education Health and Care Plan.

If this is you, apply for the opportunity to give students with difficulties the skills and opportunities that will enable them to learn vital life and independence skills, prepare them for moving to mainstream lessons and the next phase of their education and prepare them to thrive to the best of their ability in adulthood.

Our most recent Ofsted report (2023) described us as a “Good college” who “invests in staff’s development. This means that staff feel valued and are proud to work at the school ... Leader’s support staff well and consider their workload and well-being.” and “A small number of pupils with SEND access the school’s specially resourced provision. Staff in this provision are supportive and confident. They know the pupils well and target support positively. As a result, staff and pupils’ relationships are secure and pupils learn well.”

The successful candidate will be:

- A dynamic and energetic practitioner with high expectations.
- Fully committed to learning and raising standards.
- Able to engage and inspire students of all abilities.
- A team player who will uphold our College values of Motivation, Commitment and Care.



MPR/UPR (£31,650 - £49,084)
TLR 2.2 (£5,833) + SEN Allowance
Full time, Permanent
Start Date Easter or September 2025

We provide:

- A well-resourced, forward thinking, and supportive team.
- Additional PPA time.
- Free gym membership.
- Excellent care and support for all staff including Employee Assistance Programme.
- Comprehensive induction and on-going opportunities for Professional Development.

The successful candidate will have to meet the requirements of our Person Specification and be subject to an enhanced DBS check. A prohibition from teaching check and an online search will also be completed for all applicants.

Minsthorpe Community College is committed to equality of opportunity and upholding the principles of the Equality Act 2010. We positively welcome applications from all sections of the community. Only applications submitted with a completed Minsthorpe Academy Trust Application Form will be considered.

Full-time permanent employees are provided with free membership of our state-of-the-art on-site Sports & Fitness Centre, as well as the facility of an ‘outstanding’ Children’s Centre.

Further particulars for this post can be obtained by visiting our Web Site at www.minsthorpe.cc

If you would like to arrange a visit to the college, we would be more than happy to show you around so you can get a feel for who we are. Email enquiries@minsthorpe.cc and we will arrange a convenient time for you to come and visit Minsthorpe Community College.

Please send completed application forms to Cath Green, Director of HR & Associate Teams: - cgreen@minsthorpe.cc by midday – Monday 27th January 2024

Job Description

Overall Purpose of the Post

This role is to lead the KS3 Resource Provision, collaborating with subject area staff to ensure the curriculum aligns with Minsthorpe Community College curriculum intent.

To work alongside the ACTL for KS4 Resource Provision to ensure curriculum continuity to the next Key Stage and to enable smooth transition.

To make a significant contribution as a primary practitioner to the delivery of Key Stage 3 literacy intervention for students who did not meet expected standards at Key Stage 2.

To ensure there are high expectations of all students no matter their starting point and identify and remove their barriers to learning.

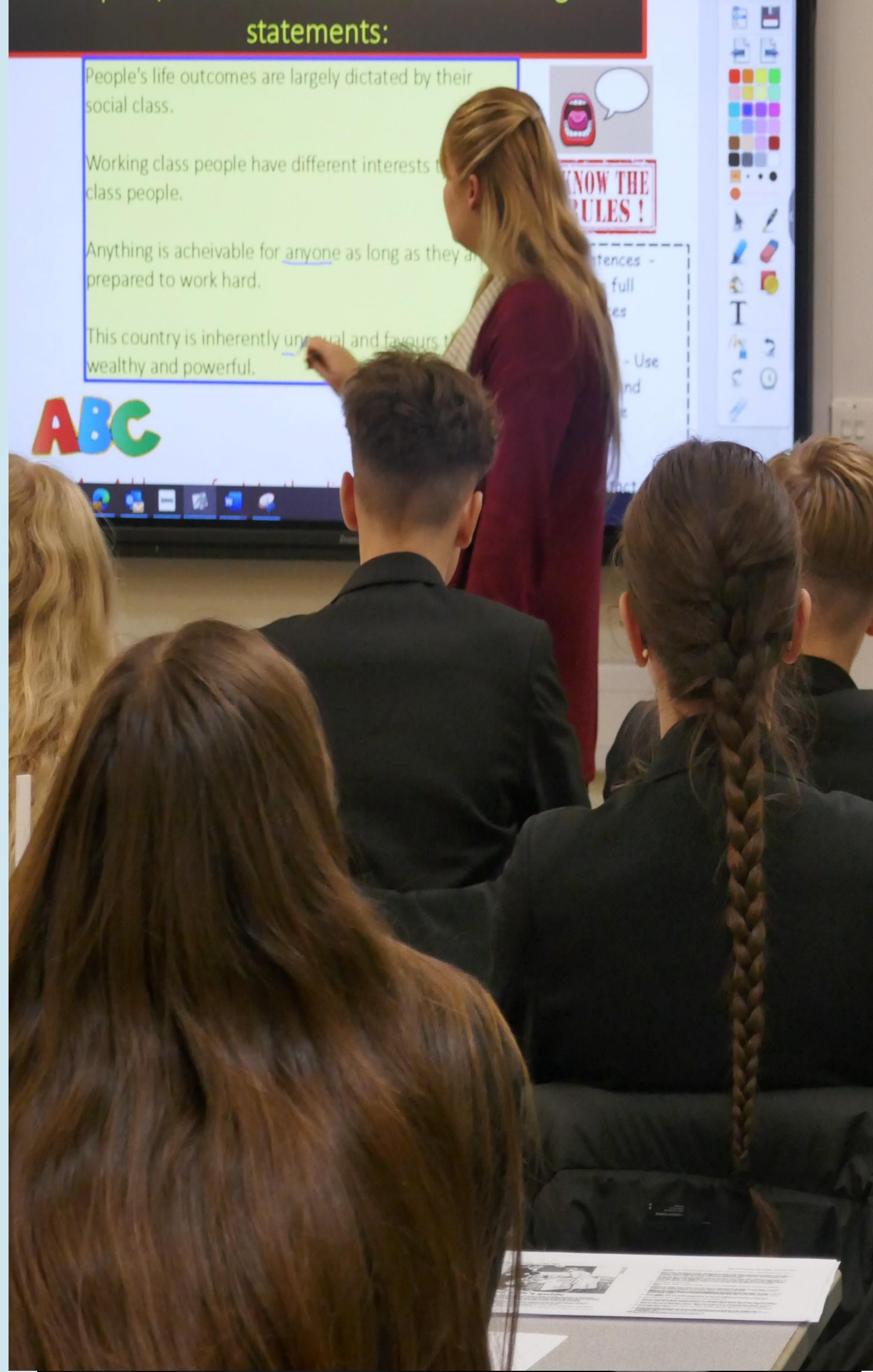
To provide a happy, welcoming, and motivating learning environment where all children enjoy learning and the challenges of new experiences.

To ensure effective communication to all internal and external professional and parent/carers.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

A responsibility to provide a safe environment in which children can learn and develop.

Identifying children who may be in need of extra help or who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.



Employment checks required

Proof of eligibility to work in the UK

Proof of relevant qualifications (original certificates)

Two satisfactory references

DBS Enhanced Disclosure check

A Prohibition Order check and on-line search

A medical assessment prior to commencement of employment.

Duties and Responsibilities

To develop and maintain a 'Low Demand High Expectations' engaging curriculum with appropriate outcomes in soft skills that support transition to mainstream lessons and/or the next stage of education.

To work with the Director of Student Support in identifying strengths and areas for development in the curriculum model in terms of breadth, depth, reasonable adjustments, and personalised outcomes.

To plan, deliver, and coordinate the teaching and learning programmes for all students within the Key Stage 3 Resource Provision with regard to the college's aims, policies, and schemes of work.

To provide clear structures for learning experiences that maintain pace, motivation, challenge, and interest for learners.

To assess and record individual student's progress and use the information to set targets and inform planning.

In collaboration with staff, respond to the presenting needs of students, identify, and remove their barriers to learning.

To coordinate the management of staff delivering the curriculum to support the development and implementation of appropriate Schemes of Work and Resources that can be matched to appropriate outcomes.

To coordinate Medium Term Plans and Journey document.

To be budget holder for the KS3 RP curriculum to support staff in delivering the range of subjects.

In conjunction with the Director of Student Support, be responsible for the development and promotion of a range of teaching strategies and learning approaches that are applied consistently across the curriculum area.



To support with QA processes, including areas for development.

To attend Parents Evenings.

To attend Resource Provision Planning meetings.

To develop student independence appropriate to their needs through implementation of Skills for Life approaches to learning.

To provide reports on the progress of all students in the provision as and when required.

In collaboration with the Associate Assistant Principal (Learning & Teaching) and TLR holders in the English Team, contribute to the delivery of a coherent programme of literacy intervention for struggling readers in Key Stage 3.

To raise awareness and develop staff understanding of phonics to support effective delivery of literacy interventions and lessons for struggling readers.

To deliver classroom lessons and interventions which improve literacy skills for students in Key Stage 3 who have been identified as working well below age related expectations.

To carry out a share of supervisory duties in accordance with published rotas.

To participate in appropriate meetings with colleagues, parents and other outside agencies/persons, relative to the above duties and responsibilities.

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

Person Specification

Education, Training and Qualifications

Qualified Teacher Status.

Recognised degree or equivalent in relevant subject.

Evidence of continuing professional development.

Experience

Experience of working with Primary age children and/or in a specialist setting.

Exemplary classroom practitioner

An awareness of curriculum issues relating to relevant subject area

Meeting the needs of students with SEND

Pastoral work in a school setting

Commitment to safeguarding and promoting the welfare of students

Experience of delivering phonics.

Experience of working with parents and partners in the wider community.



Skills and Knowledge

An ability to lead and inspire students of all abilities, but particularly those with SEND.

An ability to establish clear expectations and constructive working relationships amongst staff and students.

Adapt teaching so that all students experience stretch and challenge in lessons.

Evidence of working through sequences of lessons and developing schemes of work.

Set challenging targets for students and analyse data to inform teaching.

Proven communication, organisational and interpersonal skills.

An ability to work effectively as part of a team but also to be able to work independently.

An ability use technology in the classroom to create an inspirational and creative learning environment.

Knowledge of current educational policy, research, and thinking.

Personal Attributes

A commitment to promoting equal opportunities and meeting the special educational needs of all students.

Confidence, flexibility, and adaptability.

Empathy for students, parents, staff, and the community.

Good communication skills.

Energy and commitment.

High expectations of students and their behaviour.

Ability to share practice and contribute to subject decision making.

A commitment to equal opportunities.

Maintains high professional standards.

Enjoy working alongside young people and adults.

Be supportive of the aims and ethos of Minsthorpe Community College.

Overview of Resource Provision

The Minsthorpe Community College Resource Provision is an integrated resource provision, delivering an adapted curriculum, with access to mainstream facilities, for students who have a prime need of students with profound speech, language, and communication needs (SLCN), severe learning difficulty (SLD), and/or students with social, emotional, and mental health (SEMH) not attending regularly and having an underlying barrier of learning needs.

The provision offers a broad and balanced curriculum that is low demand to support learning needs, and access to mainstream lessons and experiences for those that make suitable progress. Students also have access to the cross-curricular and extra-curricular college activities that supports their inclusion as a member of the Minsthorpe Community College community.

Resource Provision Curriculum

The curriculum offer in Resource Provision Key Stage 3 (KS3) and Key Stage 4 (KS4) mirrors the Curriculum Intent, Implementation and Impact of the mainstream Minsthorpe Community College curriculum and is delivered through the policies and procedures of the Minsthorpe Way. The College's values of Motivation, Commitment and Care are reflected in the experience for all stakeholders in the Resource Provision.

Key Stage 3 Resource Provision Curriculum

At Key Stage 3 the students are taught by a dedicated teacher and a Higher-Level Teaching Assistant. They will follow a student-centred, inclusive curriculum to build developmentally on skills already acquired, with a focus on basic skills, communication, social skills, and independence. The learning experience will be cross-curricular in nature and will take place in the main in their own allocated classroom. There is a focus on the personalised progress of students, and they have the opportunity to access subject specialist facilities and teaching, as appropriate to their development, strengths and interests if they demonstrate the ability and interest in doing so.

Key Stage 4 Resource Provision Curriculum

At Key Stage 4 the students benefit from all lessons being delivered through the skills of subject specialists, with consistent support provided by an Inclusion Support Practitioner to enable students to achieve a range of qualifications. This is a mixture of certification, such as First Aid, and appropriate qualifications in core and wider subjects at Entry Level, Level 1, Level 2, AQA Units and GCSEs as is most appropriate for each student. The focus is on developing the students' independence and self-advocacy skills and integration with the mainstream peers in line with their wishes, abilities, strengths, career aspirations and preparation for adulthood.

Key Stage 5 Resource Provision Curriculum

At Key Stage 5 the students work towards a Work Skills qualification to help them gain the understanding and knowledge needed to move into either more education, an apprenticeship or employment. Alongside the Work Skills qualification students will also continue to develop their English and Mathematic abilities and complete Functional Skills and GCSE qualifications. The aim of the Key Stage 5 Resource Provision is to increase the independence of the students allowing them to develop their confidence and self-esteem, we also work closely with them to plan their next steps as they get closer to adulthood. This provision offers support for students towards their chosen career having now been able to cover the foundation needed to access the next steps. The course helps their understanding of how they may enter a work environment and develop their confidence moving forward.

Matthew Orr
Director of Student Support

