



Enquire Learning Trust Application Pack

DEPUTY CENTRE MANAGER

ELT Field Study Centre,
East Whitby Primary Academy,
Stainsacre Lane
Whitby
North Yorkshire, YO22 4HU

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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, North Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

Health and Wellbeing Package

The Enquire Learning Trust offers an extensive health and wellbeing package to support employees in maintaining health and wellbeing including:

- an employee assistance programme through Westfield Health;
- a mental health first-aid programme;
- access to formal supervision through Applied Psychologies;
- access to a wide range of training and development opportunities;
- subsidised gym/sports facilities;
- a stress risk assessment;
- employee wellbeing support plan;
- special leave arrangements;
- opportunities for flexible working;
- support for workers with disabilities;
- counselling for all employees through Westfield Health;
- counselling through Education Mutual
- support from trade union representatives.



The Trust offers a cash plan through Westfield Health which allows you to claim money back, up to set limits, towards the cost of your essential healthcare, as well as providing access to valuable health and wellbeing services.

Mosaic Health Cash Plan:

- 12 healthcare benefits and services
- Money back towards your everyday healthcare bills
- 100% reimbursement, up to set limits, with one year benefit periods
- Health & wellbeing services
- Voluntary upgrades and partner cover available by Direct Debit

Key Features:

- No medical required before joining
- No limit on number of claims, up to limits of your cover level
- Pre-existing medical conditions covered for all eligible employees
- Worldwide cover on most benefits
- Dependent children covered on key benefits at no extra cost

Deputy Centre Manager – ELT Field Study Centre

Location: East Whitby Primary Academy

Contract: Permanent

Hours/ Working Pattern: Term time only

Salary/ Hourly Rate: £30,000 - £36,051 per annum

Closing Date: 12 noon, Friday 19th July

Interviews: Week commencing 22nd July

Start Date: TBC

Are you a teacher, higher-level teaching assistant, or childcare worker looking for a fresh, new opportunity?

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New Field Study Centre

East Whitby Academy has been chosen as the site for the Enquire Learning Trust's exciting new residential centre. The field study centre is a new initiative designed to create inspiring places and experiences for our children.

Our Opportunity

Our brand new centre offers overnight stays for up to 2-nights, 3 days; we anticipate in our busiest times there will be 2 groups per week.

You will work closely with the centre manager, school catering team, and the visiting schools to provide exciting and memorable experiences for pupils during their stay. Each school will have a bespoke package made for them, planning the activities and resourcing needed.

You will deliver a range of activities, with a core commitment to delivering the highest quality outdoor field work.

This is a wonderfully exciting and multifaceted role, you will act as a teacher to lead and deliver sessions, you will be a planner putting together bespoke packages for schools, you will act as a local guide – you may have the joy of showing pupils the wonderful town of Whitby for the first time. This role is varied, no two days or school trips are the same.

You will not be expected to stay overnight, however you will work closely with the schools to ensure evening programmes are ready to be delivered independently each night and making sure pre-booked evening meals and breakfasts have been organised with the school catering team.

There will be an expectation that the days will be slightly different to “school timings” as such the candidate will need to be available for traditional office hours of 9-5/5:30 rather than school hours.

We are looking for an individual who shares our passion to join the newly established team responsible for delivering a first-class offer of outdoor curriculum-based learning in our new field study centre.

Required Skills/Knowledge:

- Experience in leading school visits
- Significant experience working with children and young people
- A team player with a commitment to supporting colleagues and working cohesively to solve problems and ensure the best experience for service users
- Knowledge of primary geography, art, history and science curriculum
- Ability to communicate well with a variety of stakeholders and build relationships with external agencies, visiting staff and pupils
- Detailed knowledge of the local area would be a significant advantage but if this isn't already held, ability to develop this knowledge over time would be essential

Although the pay scale is based on the teachers' pay scale (MPS), this post is suitable for anyone from a teaching or support staff background. If the successful applicant is from a teaching background, and they want us to, we will endeavour to explore the teachers' pension scheme.

Queries / School Visits

Informal chats about the role are welcomed and encouraged. For queries or to arrange a call or visit with the Headteacher / Head of Department, please contact **Chloe Bullen** at Chloe.Bullen@northyorks.gov.uk or on 01609 536 964

Application Process

Please apply via the [Enquire Learning Trust Website](#)

When applying please take into account the following:

Supporting Information

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification (see application pack). This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

References

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer. Please note your referee should ideally be a previous line manager or someone in a position of authority.

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Please note this post is in regulated activity and exempt from the Rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).

JOB DESCRIPTION

Post: • **Deputy Centre Manager**

Purpose of post: • Responsible, alongside the Centre Manager, for the day to day management of the field study centre at East Whitby Primary Academy including working with scheduled visitors to plan their trips, coordinate and arrange activities for visits within the required curriculum, lead on sessions with visiting academies and facilitate overall trips including health and safety matters and catering.

Reporting to: • Centre Manager

Main responsibilities:

- Work alongside the Centre Manager to schedule, plan for and allocate sufficient appropriate resources for incoming academies and visits
- Ensure the Centre is fully set up to accommodate visitors including ensuring the Centre is appropriately stocked with bedding and other residential resources, curriculum resources and any other supplies required
- Ensure that lead staff members from visiting parties are thoroughly inducted to the site, policies and procedures and have the opportunity to review the plans for their stay and associated activities
- Ensure the safety of all participants by detailing expectations and adhering to risk assessments, giving attention to matters such as tide times and beach dangers when planning activities
- Interact with groups of children and school leaders in a professional, enthusiastic and customer service-oriented manner
- Lead on and deliver the curriculum as planned prior to visits taking place
- Lead groups of students and their group leaders on off-campus excursions, which providing them with information about tourist sites where appropriate/relevant
- Support in the setting up of evening activities by locating resources and sharing information for off-site walks
- Familiarise yourself with visit plans and curriculum documents/resources prior to each visit and offer suggestions and feedback to enhance effectiveness where possible
- Work with visiting staff to ensure quality of provision is maintained and standards of behaviour are acceptable
- Be familiar with Enquire Learning Trust policies and procedures and ensure they are implemented within the Centre and adhered to on-site and within visits
- Engage with learners as much as possible to answer questions and develop their learning
- Assist the Centre Manager in restocking/replenishing resources and resetting activities
- Liaise with the Centre Manager to rewrite programs at short notice where required – for example in the event of extreme weather conditions
- Inform the Centre Manager of any changes to sites visited that may lead to changes in risk assessments required
- Accompany visiting schools on sessions and activities where required, and lead on sessions throughout the day
- Work with kitchen staff to ensure catering and packed lunches are catered for and ready within agreed schedules
- Responsibility for the day to day admin of the centre
- Ensure daily record keeping around medical and health and safety matters are updated

- Update risk assessments on a routine basis to ensure compliance with legislation and Trust policy, and to adapt based on experience as they're implemented
- Facilitate visits from the first welcome meeting, through to the end ensuring that visits run smoothly, the facility is fit for purpose, emergency situations are dealt with appropriately, and group leaders feel secure in the plans made for their trip and who to contact at any time should they require it
- Undertake any other duties that may be required in line with the general nature of this job description
- Work alongside the Centre Manager to complete the beach schools' qualification or equivalent

Required Skills/Knowledge:

- It would be desirable to hold a teaching qualification and/or qualifications in forest schools or beach schools
- Experience in leading school visits
- Significant experience working with children and young people
- A team player with a commitment to supporting colleagues and working cohesively to solve problems and ensure the best experience for service users
- Knowledge of primary geography, art, history and science curriculum
- Ability to communicate well with a variety of stakeholders and build relationships with external agencies, visiting staff and pupils
- Detailed knowledge of the local area would be a significant advantage but if this isn't already held, ability to develop this knowledge over time would be essential

As an employee of the Trust:

- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality.
- Pay particular attention to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities.
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing.
- Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

Contact Details:

Director of People – Lauren Pilgrim

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