



## **Job Application Pack ILU Manager**

**Hours of Work: Permanent, Full Time, Term Time Only**  
**Salary: Grade 7, Points 12 to 19 (£26,421 to £29,777 FTE)**  
**Actual salary: £22,725- £25,612**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



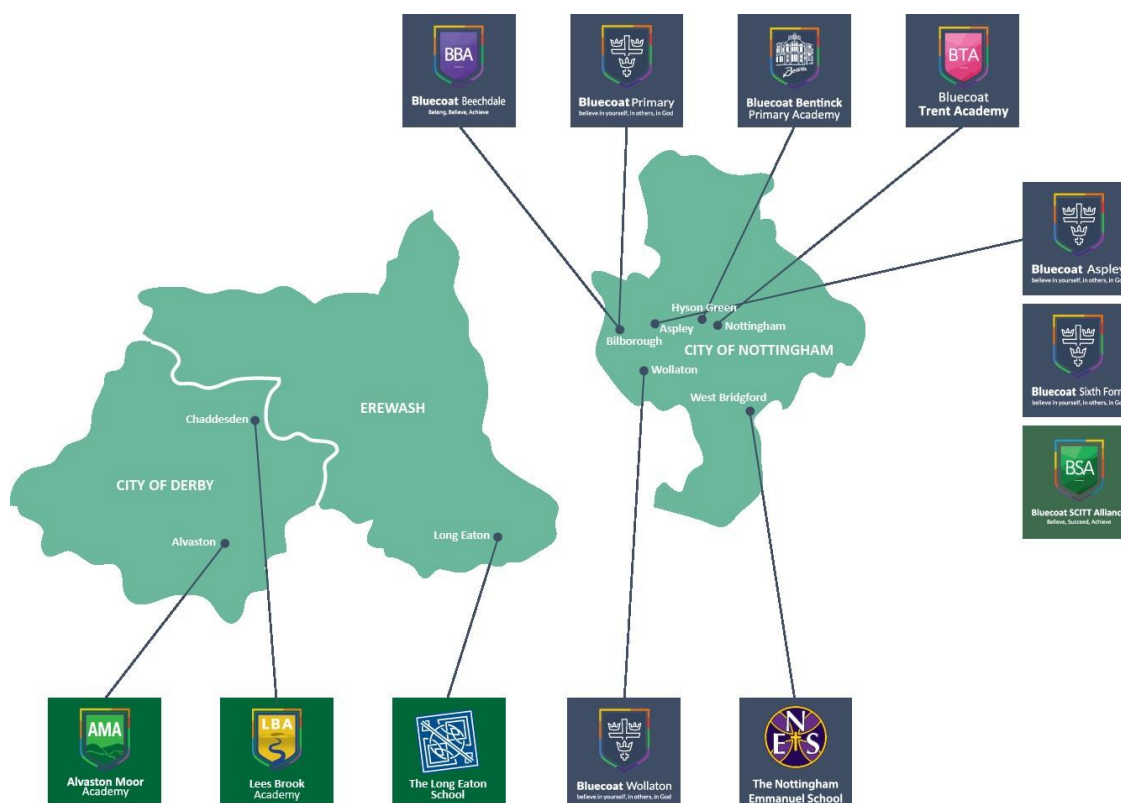
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Principal



The Nottingham Emmanuel School opened in 2002 and moved to our current building in late 2008. The £25 million site is located near the banks of the River Trent in West Bridgford. The school is a diverse community, serving families and students from every academic, social, faith and ethnic background.

At The Nottingham Emmanuel School, we strive for excellence in all elements of school life. We are entirely focused on delivering the highest standards of teaching and also insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take the next step in their lives.

We believe that education is a vehicle to transform lives and provide each child the opportunity to not only learn and grow, but also to develop aspiration and character. The Nottingham Emmanuel School has developed an inclusive and supportive environment where students and staff feel secure and valued. Within the school we continue to develop the 'whole child', ensuring that students achieve academic greatness alongside becoming resilient, hardworking and community-focused individuals, who are prepared to go the extra mile to serve and support others. Our Christian service to the local community and our students is motivated by the desire to remove any barriers that are preventing students achieving or reducing aspiration.

What sets The Nottingham Emmanuel School apart is its determination to set the highest academic standards alongside strong, inclusive Christian values and ethos. We know that every member of the school community is not a finished product; we all can learn and grow from one another. At Nottingham Emmanuel School our school motto is 'Together to learn, to grow, to serve'. We want to ensure that our students not only achieve great examination results, but also become great citizens who want to serve their local community. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school. The name of the school 'Emmanuel' means 'God is with us' a theme which permeates throughout the values of the school.

I have been in post as Principal of Nottingham Emmanuel School since January 2021. Having lived in Nottingham City all of my life, growing up in council estates in a single parent Christian family; I feel that I have been called to serve the Nottingham Emmanuel School community. As the first member of my family to attend university, I also want to ensure that all students are made aware of all the different life pathways and opportunities available to them. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.

*S Stapleton*

**Sandra Stapleton**  
**Principal**

## The Vacancy

The Trust is seeking to appoint an outstanding and experienced ILU Manager to join a high achieving, successful and forward-looking team of staff. As a valued member of the Pastoral Team, the post holder will work under the direction of the Assistant Principal for Behaviour and will be responsible for the supervision of the independent learning unit which caters for those students who have been removed temporarily from their main stream lessons.

Our vision for the School is for it to be a place where students have a love for learning, a place where all students believe in themselves and can enjoy the challenges presented to them, understanding the benefits of the progress they make.

The successful candidate will possess the ability to role model expected behaviours of our students and implement Trust policies in order to manage behaviour effectively. The post holder will be able to communicate effectively with students and also have the skills to undertake mentoring sessions either on a 1:1 basis with our students or as groups. Applications will be accepted from those who can demonstrate a commitment to working with students who have social, emotional and behavioural difficulties and who are willing to provide an environment that is conducive to learning.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Nottingham Emmanuel School but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Applications

For more information about The Nottingham Emmanuel School and the vacancy, please visit [www.emmanuel.nottingham.sch.uk/vacancies](http://www.emmanuel.nottingham.sch.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Monday 7<sup>th</sup> October 2024

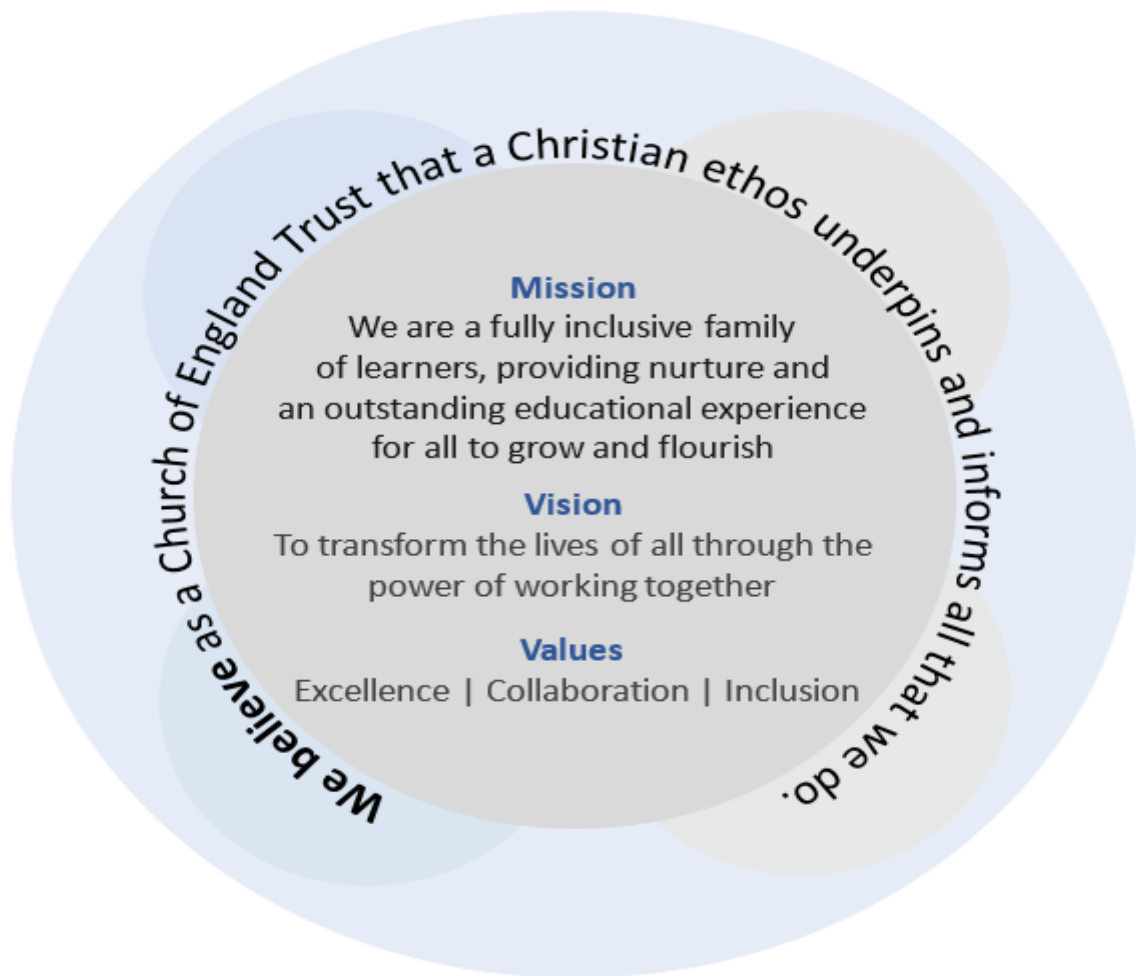
**Interview Date:** TBC

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email [recruitmentnes@archwaytrust.co.uk](mailto:recruitmentnes@archwaytrust.co.uk) or telephone 0115 977 5380.

*Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.*

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## ***Working Together, Transforming Lives***

### **Safeguarding Children and Young People**

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

### **Job Description**

**Telephone:** 0115 977 5380

**Email:** [recruitmentnes@archwaytrust.co.uk](mailto:recruitmentnes@archwaytrust.co.uk)

**Website:** [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk)

**POST TITLE:** ILU MANAGER

**GRADE:** GRADE 7, POINT 12-19

**RESPONSIBLE TO:** ASSISTANT PRINCIPAL

#### **JOB PURPOSE**

Under the direction of the Assistant Principal the post holder will be responsible for:

- The supervision of students in the ILU
- Provide students with pre-set work that is consistent with the school curriculum
- Provide students with 1:1 support in completing the pre-set work
- Data input information to the necessary information management systems for each student when necessary.

#### **GENERAL RESPONSIBILITIES**

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

#### **SPECIFIC RESPONSIBILITIES**

- Supervision of students who are placed in the Independent Learning Unit
- Ensuring the implementation of strict guidelines with reference to ILU expectations concerning conduct and behaviour
- Manage the behaviour of students to ensure that a constructive learning environment is maintained by using a range of strategies to deal with behaviour as a whole, and also individual behavioural needs.
- Providing students with pre-set work in line with Academy curriculum, liaising with teaching staff to ensure pre-set work is available
- Communicate with teaching staff the need for resources when appropriate to ensure banks of work are kept up to date
- Provide students with support on a lesson by lesson basis to ensure that pre-set work is completed within the allocated timeframes
- Answer any general questions the students have in relation to the work set and model expectations to students.
- Ensure all paperwork for ILU students is completed for each day of their referral and pass documentation to the appropriate Year Leader at the end of each day
- Input data to the necessary information management systems in relation to referrals to the ILU and Academy detentions on a daily basis.
- Ensure that the necessary equipment is given out and collected from students



- Order lunch for the students in ILU
  - Establish productive working relationships with students, acting as a role model and set high expectations.
  - Build effective relationships with all stakeholders including parent/carers, staff, students and external agencies where appropriate
  - Provide 1:1 and group mentoring support for students who have social, emotional and behavioural difficulties
  - Monitor and track the progress of a specific cohort of students to ensure they are making progress
- Support the use of ICT in learning activities and develop students' competence and independence in its use.

#### STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

#### DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

<b>PERSON SPECIFICATION – ILU MANAGER</b>		
<b>EDUCATION &amp; TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant educational or vocational qualifications equivalent to Level 2/3 or above e.g. GCSE/O Level, CGE/A Level, NVQ Level 3 or above or vocational qualifications related to the post.	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess First Aid at Work certificate or be willing to train towards this.	*	
<b>EXPERIENCE</b>		
Experience of working in the education sector.	*	
Experience of working with students with social emotional and behavioural difficulties with the ability to engage those who are hard to reach.	*	
Experience of managing groups of students.		*
Successful experience of supporting students across the full 11-18 age and ability range.	*	
<b>KNOWLEDGE</b>		
An understanding of current educational developments and a clear grasp of issues relating to education in general.	*	
An understanding of challenging pupils needs.	*	
Ability to use IT systems and Microsoft Office packages	*	
An ability to role model expected behaviours to the pupils that you are working with.	*	
Well-developed mentoring, coaching and communication skills.		*
Ability to work independently and unsupervised, using own initiative.	*	
Ability to solve unexpected problems but also identify when it is appropriate to seek assistance.	*	
<b>PERSONAL QUALITIES</b>		
Tact, sensitivity, integrity, good judgement and a sense of humour	*	
Confidence, independence and flexibility	*	
A willingness to contribute to the extra-curricular programme.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment.	*	