

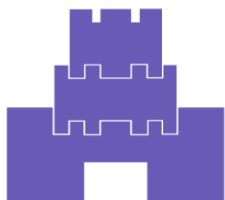
Launceston College

Part of the Launceston College Multi Academy Trust

Applicant Package

Off Site Centre (OSC)

Manager



**Launceston College
Multi Academy Trust**

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| Job Title: Off Site Centre (OSC) Manager | Start date: September 2021 |
| School base: Launceston College | Contract type: 1.0 FTE |
| Closing Date: Monday 5 th July 2021, 9am | Salary: UQT Point 6 (£28,735) |
| Interviews on: TBC | Contract term: Fixed term until August 2021 |

Our Trust

Launceston College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary and Launceston Primary School (opening in September 2021).

Our Trust aims for young people to become happy, responsible and successful by learning the knowledge, skills and values which are important for society.

We seek to develop adventurous students, who have the character, resilience and self-awareness required to be successful. We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

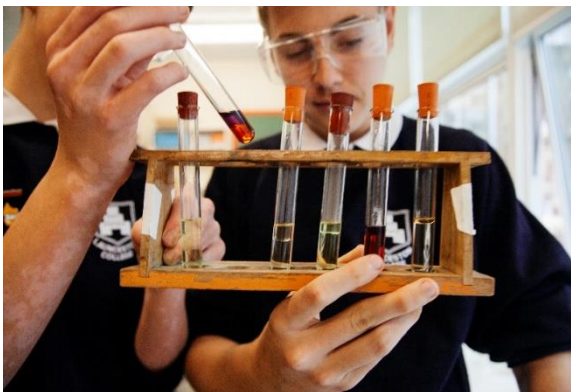
As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We have a teaching and learning strategy which provides an overarching intent for the highest standards across learning environments, aspiration challenge and support, subject expertise and deep thinking and learning.

We seek applicants who are aligned to our aim and vision and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, external networks, teaching and learning, school improvement, financial, administrative, estates, safeguarding and HR expertise.

We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.



Our College

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall.

The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the College who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

We believe that students should have all their achievements recognised, acknowledged and given credit; no child, however, should ever take away another child's right to a high-quality education. The College is therefore run in a well-disciplined, orderly and respectful manner; we have rules and we expect students to follow them. Our very high expectations for standards of behaviour from all students were recognised by Ofsted in their most recent inspection who judged the behaviour of our students to be "outstanding".



We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

We will offer:

- A modern, well equipped expanding college with outstanding facilities.
- A large team of dedicated and committed staff.
- A college culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure you are successful at the start and as the role develops.
- A large network across the primary and secondary settings, focusing on the 0-19 journey.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint an **Off Site Centre (OSC) Manager**.

Main purpose of the job:

To manage the implementation of the College's behaviour policies within the OSC, taking a proactive role as a key member of a multi-disciplinary team in the support of students, teachers, the curriculum and the College. To support pupil reintegration to mainstream classes.

Duties and responsibilities:

- Liaison with Heads of House and Heads of Faculty re admission, progress and outcomes for pupils attending the OSC
- To work with individuals and groups of pupils to modify their behaviour
- To counsel/mentor pupils on a one-to-one basis.
- To help develop positive approaches towards disaffected pupils and develop tasks appropriate to individual pupils.
- To run small group sessions (such as circle time, anger management time) to help to modify pupils' behaviour.
- Liaison with teaching staff regarding work for pupils while in OSC.
- Teaching/facilitating work of pupils while in OSC.
- Managing restorative meetings between pupils as well as between pupils and staff.
- To prepare reports on impact of OSC work as required by senior staff.
- To write Behaviour Support Plans for all students attending OSC.
- To develop knowledge and appreciation of the range of programmes, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for identified pupils.
- To work closely with academy staff and external agencies, seeking to meet the needs of individual students and change those behaviours and attitudes that inhibit their progress at College and create barriers in their learning.
- To provide regular feedback to the Assistant Principal/SENCO Leader, students, parents, teachers and other professionals, as appropriate, regarding progress made by individuals and advise/recommend further support required to ensure that agreed goals are achieved.
- To carry out administrative tasks associated with all of the above duties.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.

- To network and establish constructive relationships with other relevant agencies and professionals with regard to the development of effective working practices, policies and strategies to support pupils' progress and achievement.
- To be aware of and work in accordance with the school's safeguarding policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and work within all relevant school working practices, policies and procedures, regulations, legislation and procedures including the Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To attend staff meetings, HOF meetings and school-based INSET as required.
- Be responsible for your own self-development on a continuous basis.
- To contribute to the overall ethos and aims of the College.
- To undertake other duties appropriate to the grading (HOF) of the post as required.

Person Specification:

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---------------------------------------|---|---|-----------------------------------|
| Relevant Experience | <p>Good standard of practical knowledge, skills and experience of working with pupils within a learning environment.</p> <p>Experience of leading projects/initiatives in a whole school setting that relate to the role</p> <p>Experience of working collaboratively with stakeholders and a record of reliability and integrity.</p> | <p>Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups.</p> | <p>Application form/interview</p> |
| Education & Training | <p>Attainment of GCSE's grade C/ NVQ level 2 or above in English & Maths (or able to demonstrate equivalent levels of numeracy & literacy).</p> <p>Meet standards or equivalent qualification/ experience.</p> | <p>Working towards attainment of a recognised teaching qualification.</p> | <p>Application form</p> |
| Special Knowledge & Skills | <p>To be able to represent the school on or off site and have an understanding of the importance of the college within the community</p> <p>Working knowledge of implementing relevant learning programmes.</p> <p>Knowledge of statutory frameworks relating to teaching.</p> <p>Practical skills relating to planning and utilising individual learning programmes.</p> | | <p>Application form/interview</p> |
| Any Additional Factors | <p>Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines</p> <p>Self-motivated, able to lead and motivate a team and communicate with others effectively</p> <p>Able to use initiative, and have well developed incisive analytical and problem solving skills</p> | | <p>Interview</p> |

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| | <p>Able to monitor and evaluate procedures effectively and to be innovative and creative in developing solutions</p> <p>An interest in pupils, ability to relate well to children and adults.</p> <p>Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> | | |
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To apply:

To apply for this job, please complete the application form:

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy 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. All posts are subject to DBS clearance and appropriate pre-employment checks.