

Personalised Learning Centre Manager



37 hours per week, term time plus 5 training days

Grade N6: Actual Salary Range £24,360 to £26,702 pa

Permanent

Required ASAP

Closing Date: 9am 5th June 2023

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

Dear Applicant,

At Studio West we are passionate about providing the very best education possible for young people in our city, our region and nationally. Our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

We are seeking a Personalised Learning Centre Manager to manage our Personal Learning Centre and provide appropriate and personalised timetables for individual students and groups. You will liaise with teaching staff to provide suitable subject specific work for students and support their reintegration back into lessons.

We are seeking candidates with exceptional communication skills, combined with the ability to challenge, motivate and inspire students to work hard, behave well and achieve their potential. With experience working in either education, children's social care or another children's sector pastoral role, you will have significant and demonstrable experience working effectively with secondary age children with social, emotional and behavioural issues.

In return we offer:

- Access to the Local Government Pension Scheme.
- Salary sacrifice schemes such as cycle to work.
- Access to free gym facilities on our Kanton School site.
- Access to a range of health and wellbeing initiatives.
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

We look forward to receiving your application.

Yours sincerely,

Moir Green
Executive Principal

PLC Manager

Job Description

Pay Grade: N6

Responsible to:
Pastoral Manager



Job Purpose

To manage the Personal Learning Centre (PLC) by ensuring that small cohorts of students receive the bespoke support they require, allowing them to reintegrate successfully back into mainstream lessons.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

- The postholder will be accountable for the following:
- To lead and manage The Personal Learning Centre (PLC).
- To liaise with teachers over suitable subject specific work for students in the PLC.
- To plan work for students in the PLC and provide suitably differentiated activities.
- To track progress and provide regular feedback to parents and colleagues.
- To update weekly PLC timetables and distribute to appropriate colleagues.
- To develop strategies to raise students' resilience, self-esteem and aspirations.
- To help students to further develop literacy, numeracy, ICT, problem solving and study skills.
- To develop a time bound action plan for students to encourage re-engagement and to support reintegration back into mainstream lessons.
- To develop and implement an action plan with groups and individuals to remove barriers to learning.
- To manage the supervision of vulnerable pupils with specialist intervention such as sexual health and anger management.
- To promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. To be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people and to take appropriate action where required.



GCSE Results Day

Our 2022 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

PLC Manager

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- 1 5 GCSEs or equivalent, in English and Maths.
- 2 Willing to obtain and/or enhance qualifications and training for development in the post.
- 3 Experience and knowledge of issues affecting students and young people and how to offer supportive assistance.
- 4 Experience of using Microsoft Offices packages.
- 5 Excellent communication and listening skills.
- 6 Excellent organisational skills and time management,
- 7 The ability of operate with absolute discretion and confidentiality at all times.
- 8 Ability to build effective working relationships with students and colleagues at all levels.
- 9 A strong commitment to the Trust's values and ethos.
- 10 Commitment to support the Trust's agenda for safeguarding and equality and diversity.
- 11 A flexible approach and strong work ethic.

Desirable

- 12 Experience working in a School sector.

Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to criteria above.

Essential

1. Effective interpersonal skills.
2. Ability to persuade, influence, and gain cooperation.
3. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - Motivation to work with children and young people.
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
 - Emotional resilience in working with challenging behaviours.
 - Attitude to use of authority and maintaining discipline.
4. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
5. Willing to take part in out of hours activities.

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service.*
- 2 Additional criminal record checks if applicant has lived outside the UK.
- 3 Children's Barred List Check.*
- 6 Medical clearance.
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).
- 8 A Section 128 Education and Skills Act Prohibition from Management list check.

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.



A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.

About our School

Studio West,
West Denton Way,
Newcastle upon Tyne
NE5 2SZ



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.

About our Trust

TRUST SHARED VALUES

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Indusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

Additional Information for Applicants

Conditions of Service

The conditions of service applicable to this post are the Conditions of Service for School Teachers in England and Wales (the Burgundy Book) and the School Teachers Pay and Conditions document as amended/supplemented by local decisions made by Northern Leaders Trust.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on Fridays, with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into 'twilight' evening sessions)

Pay and Grading

The grade of the post is N6, equivalent to local government pay spine points 20-24, with current corresponding salary of £28,370 to £31,098 pa. Incremental progression through the pay range takes place on 1 April each year until the top of the grade is reached. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years' continuous local government service:

£24,360 to £26,702 pa.

5 or more years' continuous local government service:

£24,796 - £27,181 pa

Start Date and Status

The start date of the post will be ASAP. This is a permanent post.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info

Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org

Closing Date:

9am on

5th June 2023



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ