



Application Pack & Job Description Achievement Support Centre (ASC) Manager



Brookvale Groby Learning Campus



Welcome from the Headteacher

Dear Prospective Applicant

Thank you for expressing an interest in the role of Achievement Support Centre Manager at Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence, the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Elaine Freeman - efreeman@brookvalegroby.com - or telephone 0116 2879921, in the first instance.

All of the documents to support this application process are available on our website, www.brookvalegroby.com.

We would like to thank you again for your interest in the post and we look forward to receiving your application. Please do note however that, to adhere to our Child Protection and Safeguarding procedures, CVs are not accepted as a form of application and are not put forward to the shortlisting panel. If you have not heard from us within 2 weeks of the closing date, then please take it that on this occasion your application has not been successful. If this is the case, then we thank you for your interest, and for the time spent applying.

Yours sincerely

Will Teece
Headteacher



Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

Our Vision

Valuing Everyone, Achieving Excellence

Our Motto

Work Hard, Be Kind

Our Core Values

Community, Aspiration, Resilience, Excellence





Testimonials

Emails from parents during COVID pandemic:

'I just wanted to acknowledge and thank you for all the ongoing engagement with students and communication with us as parents during this very difficult time. I can only imagine how much additional work this has generated for all the staff at BGLC, and it is greatly appreciated - we have felt very well informed throughout. As parents who both work full time we are not able to very closely supervise our sons during their home schooling, but we have seen how much engagement there has already been from their teachers, and I think/hope this will keep them on the right track! Many thanks again to all of the staff at BGLC.'

'I just wanted to send a quick "well done" and "thank you" to all your staff. I have 2 children at BGLC and I am very impressed with the lockdown learning that they have received this week. Thank you to your teaching staff for keeping them engaged in learning. In these challenging times, keep up the good work all.'

Extract taken from email correspondence, following a tour of the school by a prospective parent:

'I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.'

Written comments from parent following Open Evening:

'I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.'

Written comments from parents following Year 11 Progress Evening:

'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'

'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'

'The school is excellent, helping my child progress and I would recommend it.'

Year 10 student:

'In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.'

Year 7 student:

'At our school we have amazing facilities and most importantly, very supportive staff!'

'Students feel safe at BGLC.'

'We are rewarded for hard work.'

'We are listened to and supported by the teachers and staff.'



Extract of letter from staff member:

'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone.

I am sad to leave, but now have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'



Why work at BGLC?

	
<ul style="list-style-type: none"> ● Free on-site car parking ● 'Open Door' policy and commitment to all staff wellbeing ● School Canteen in both buildings ● Fully resourced curriculum for KS3-5 ● Clear CPD pathways to support every career aspiration ● Centralised behaviour system ● Friendly supportive community ● Professional learning community ● Opportunities to participate in school trips/events if desired ● Strong SLT presence ● Social gatherings at various points throughout the academic year for those who wish to take part ● Amazing campus! 	<ul style="list-style-type: none"> ● No disruption to lessons permitted ● No fads - We have a plan and we stick to it ● No excessive after school meetings ● No culture of hierarchy – teachers and support staff all belong to the same community, striving for the same goals to help our young people progress and achieve.





General Information

Our Pastoral Team are both highly effective and hard working. You will be joining a team of enthusiastic colleagues, who thrive on helping our students to be the very best that they can be. You will be supported along the way, and if you enjoy a busy and varied schedule, working with young people, then this is the job for you.

You will be part of a campus family where support staff are valued. Teachers and support personnel are all part of the same team, working together for the sake of the students and their learning.

The campus places high emphasise on whole staff wellbeing, and operates an 'open door' policy for suggestions and ideas on how we can make things even better!

We look forward to receiving your application.



Advert

ACHIEVEMENT SUPPORT CENTRE MANAGER

Fixed term until Easter 2023 in the first instance.

Grade 8 - £20,335 pro rata - £1,695 per month

37 hours per week:

8am – 4pm, Monday to Thursday

8am – 3.30pm, Friday

Fixed term until Easter 2023 in the first instance, we are looking for an enthusiastic person to join us as soon as possible to manage our Achievement Support Centre, working alongside our Pastoral team.

The successful candidate will:

- Manage the day to day running of the ASC including ensuring appropriate resources are available to support teaching and learning and associated activities in accordance with campus policies and procedures.
- Lead the planning, delivery and evaluation of learning activities for groups and individual pupils who are taught in the ASC.
- Monitor and analyse data of students working in the ASC, making adjustments to learning activities to ensure optimal progress.
- Administration responsibilities to assist the pastoral team.

GCSE Grade C or above in Maths and English are essential.
NVQ Level 4 or equivalent qualification e.g. a Foundation degree are also desirable.

For further details please contact Elaine Freeman efreeman@brookvalegroby.com
or telephone 0116 2879921.

Closing date – Friday 2nd December 2022

Interviews will be held within 2 weeks of the closing date.

The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.



How to apply

Please email your complete application form to:

Elaine Freeman
efreeman@brookvalegroby.com

Queries:

If you have any queries on any aspect of the application, or need additional information, please contact Elaine Freeman on the above email address.

Thank you.





JOB DESCRIPTION

Job Title:	Achievement Support Centre (ASC) Manager
Grade:	8
Responsible To:	Pastoral Manager
Key Relationships/ Liaison with:	Pastoral staff, teachers, other classroom support staff, parents and carers
Job Purpose:	<p>To manage the day to day running of the ASC including ensuring appropriate resources are available to support teaching and learning and associated activities in accordance with campus policies and procedures. Lead the planning, delivery and evaluation of learning activities for groups and individual pupils who are taught in the ASC.</p> <p>Monitor, analyse and respond to the progress and other data of students who use the ASC.</p> <p>Contribute to the strategic development including curriculum development of the ASC.</p>

MAIN DUTIES AND RESPONSIBILITIES:

- Supervision of students in High Supervision in the ASC
- To plan, prepare and deliver lessons for 1-to-1 or small groups according to their educational needs including marking as required
- To carry out planned learning activities with small groups or individual students, providing feedback on their engagement in activities and their achievement of the desired learning objectives
- To gather work from subject teachers in order to maintain a normal working routine for students withdrawn from lessons and under high supervision
- To identify, develop and maintain appropriate resources for use within the ASC
- To report on students' development and progress
- To record and track student progress and arrange appropriate intervention
- To report to Heads of Year the progress/behaviour/attitude of students in the ASC to enable contact with parents/carers/SEN and decide if further sanctions are required
- To support the physical, intellectual, emotional and social development of students, including contributing ideas and suggestions to support planning, to meet their development needs
- Where appropriate to communicate and cooperate with outside agencies and other schools
- To support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate
- To contribute to the provision of support for bilingual / multilingual pupils if required
- To invigilate internal and external tests and examinations under formal conditions
- To promote and support the development of pupils self-reliance, self-esteem and emotional resilience
- To lead groups of students in support programmes e.g. anger management.

Admin Responsibilities:

- To assist the Pastoral team with the distribution of information to staff regarding the pastoral needs of students
- Produce correspondence as when required as part of the KS3 and 4 behaviour, attendance and progress systems (exclusions, inclusion, formal warnings etc.)



- To collate and distribute behaviour reports produced by the Heads of Year for governors
- In the absence of the Heads of Year receive calls regarding pastoral matters
- Administration connected to rewards as a result of good behaviour, attendance and progress
- Produce and distribute Certificates of Achievement for Rewards, Behaviour and Target Achievement
- Maintaining displays linked with the Pastoral Team as required
- Maintain the SIMS database including detentions slips, exclusions etc, creating and sending report to Leicestershire County Council when required
- Create and maintain the Break Detention Registers and to timetable non-attendees for lunch detentions.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the post may involve the carrying out of outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the campus.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

WHOLE CAMPUS RESPONSIBILITIES:

- Support current policies and recognised good practice within the campus.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, ideally one of which should be linked to the campus improvement plan where possible.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach & use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

This post is subject to enhanced disclosure from the Disclosure and Barring Service. All Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at this school.

The Trust Board seeks to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.



PERSON SPECIFICATION

Job Title: Achievement Support Centre (ASC) Manager

Grade: 8

	Essential	Desirable	How assessed
Qualifications: <ul style="list-style-type: none"> GCSE Maths and English at Grade C or above At least NVQ Level 4 or equivalent qualification e.g. a Foundation degree. 	✓	✓	App/Doc App/Doc
Experience: <ul style="list-style-type: none"> Experience of planning, evaluation and delivery of learning activities for children and young people in a formal setting Experience in a classroom setting Experience of behaviour management e.g. discipline pupils/students firmly and fairly Experience of tracking and assessment, ability to assess and review the learning of individual pupils/students. 	✓ ✓ ✓	✓	App/Int/ Ref App/Int/ Ref App/Int/ Ref App/Int/ Ref
Knowledge: <ul style="list-style-type: none"> Knowledge of child protection, health and safety procedures and their application in a school setting Awareness of a range of frameworks that support the education, development and well-being of children. 	✓ ✓		App/Int/ Ref App/Int/ Ref
Skills/Attributes: <ul style="list-style-type: none"> Ability and willingness to undertake professional development Good interpersonal skills Empathy with children and young people Ability to effectively manage pupil behaviour in accordance with school policy and procedure Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref Int/Ref
General Circumstances: <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations Willingness to dress as a professional in line with the ethos of the campus. 	✓ ✓		App/Int Int/Ref
Factors not already covered: Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form
Med = Medical Questionnaire

Test = Test
Doc = Documentary Evidence (E.g., Certificates)

Int = Interview



In addition to candidates' ability to perform the duties of the post, all Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children 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
- Attitudes to use of authority and maintaining discipline

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.