



# ALL SAINTS

## ACADEMY PLYMOUTH



**Alternative Education Leader**  
**Information Pack and Job Description**  
**All Saints Academy, Plymouth**

[www.asap.org.uk](http://www.asap.org.uk)



# Welcome to All Saints Academy, Plymouth!

This is an exciting time to be part of All Saints Academy, Plymouth and Team ASAP! The academy is undergoing rapid change and improvement and is a brilliant place to work. The academy is housed in state of the art buildings. Our outstanding facilities are some of the best in Plymouth from purpose built classrooms, all fitted with interactive whiteboards to professional catering kitchens for students to use and a Motor Vehicle workshop. We are the only Church of England secondary academy in West Devon and are committed to educating students of the Christian faith, those who belong to other faiths and those who subscribe to no faith. We were inspected in May 2019 by the Church inspection team and they graded us as a good school in all areas. We have the highest expectations of our students here and ensure they go on to achieve their best. **All Saints Academy** ensures that every student is **well-educated**, prepared for the **future** and is able to **live life** to the full. We have high expectations of students here, with a commitment to delivering excellent teaching and learning that inspires our students and leads to excellent outcomes.

Our mission is underpinned by four values. They are:

**Faith** – Putting Christian faith at the heart of every action and ensuring a safe environment and caring ethos for all.

**Foundations** – Providing strong foundations in learning, behaviour and success for all.

**Family** – Understanding the importance of family, the value of community and support for all.

**Futures** – Preparing for bright futures shaped from excellent progress, achievement and choice for all.

Our values ensure that all of our students are developed during their time here at the academy, academically, socially, morally and spiritually.

We also have mantras which we ask all of our school community and stakeholders to live by. They are: **'together we succeed'**, **'work hard, be kind'** and **'no excuses'**. We have these mantras to achieve the very best in all that we do. You can find out more about our mantras on our website.

We collaborate closely with the Ted Wragg Multi Academy Trust which allows partnership working for the benefit of all of our students with other Academies in Devon. We are an innovative Academy that really values professional development with staff. To that extent we invest in staff to have time to be part of the 'precision coaching' programme that stems from America, based on the 'Leverage Leadership' book and 'Teach Like a Champion' techniques. This is what is enabling us to become one of the best Academies in Devon and the South West.

I am very proud to be Headteacher of All Saints Academy, Plymouth which is a very special place to work. I am looking for an exception person for this post and as you read through this information pack, if you wish to find out more, please get in touch. Thank you for taking the time to consider this post and if it is right for you, I look forward to receiving your application.

Lee Sargeant  
**Headteacher**



**Post:**  
Alternative Education Leader

**Salary:**  
Grade E (£22,401-£24,657)

**Responsible To:**  
Deputy Headteacher – Director of Pastoral

**Working Pattern:**  
39 weeks per year, 37 hours per week (8am-4pm), permanent

**Disclosure Level:**  
Full DBS

**Closing Date:**  
Monday 14 October, 10am

**Interview Date(s):**  
Friday 18 October

**Start Date:**  
ASAP





## More About the Role

As an Alternative Education Lead, you will play an important role in the curriculum delivery, pastoral care and behaviour management for students outside of the mainstream curriculum. Essential qualifications and person specific requirements are as per the role profile.

You will be required to work with KS3 and KS4 pupils, delivering a broad and balanced curriculum that enables students to make progress in a setting more suited to their needs. You should have experience of dealing with pupils with a wide range of behaviour and SEN needs, together with the ability to work on your own initiative as well as part of a wider team. A proven track record in multi-agency working and effective communications across agencies is essential.

Communication with parents, schools, staff and multi-agency partners is a part of the role. You will need to be comfortable having difficult conversations with parents communicating concerns in a sensitive and supportive way.

Communication with staff is key to ensure that students are able to progress and that they are fully supported. This will require knowledge and the ability to support children whose behaviour may be affected by experiences of trauma, attachment difficulties or neuro-developmental issues.

If you are committed to supporting young people from all backgrounds, have patience, possess good communication skills, an understanding and capacity to manage young people with learning and behavioural difficulties, and the desire to help make a difference to young people's lives, then we would like to hear from you.

## **Job Purpose**

- To lead the alternative education site at All Saints Academy. To lead on the curriculum development and deployment to students. To work alongside teaching and support staff in the day to day case management of the individual pupils. The post holder will also need to attend meetings to help provide the support these pupils need.

## **Responsibilities**

- The job involves working within recognised procedures, which leaves some room for initiative.
- The work may involve responding independently to unexpected problems and situations e.g. supporting young people in a variety of circumstances.
- The post holder generally has access to the line lead (Deputy Headteacher) for advice, guidance and support on unusual or difficult problems.

## **General Duties**

- High direct impact on the education and wellbeing of students from All Saints Academy for whom a mainstream setting is not appropriate (both short and long term) through the assessment of their needs and the implementation of the appropriate personalised curriculum, welfare and support programme.
- Provide support and tutoring when necessary to pupils, including those who need supported reintroduction to school, or other placements and those with SEN.
- Creating bespoke timetables for pupils with differing needs.
- Deploying support staff effectively.
- Providing support and advice to parents.
- Work in partnership with other agencies Careers South West, Social Services, YOS, CAMHS etc
- Communicate needs of pupils to all All Saints staff.
- Undertake a range of administration duties including record keeping, report writing, and assessing the work of pupils.
- Handling and processing some of the personal information of the young people being supported by the service.
- Ordering of resources to meet the needs of the young person.
- Committed to a policy of diversity and inclusion that recognises the potential of all young people to make progress and achieve.
- Undertake home visits as necessary.
- Undertake other duties appropriate to the grade of the post.
- Teaching of emotional regulation.

**This post would ideally suit someone who has had experience working as a Teaching Assistant/Higher Level Teaching Assistant.**

## **Experience and Job Knowledge**

### **Essential**

- Experience of working in a school setting.
- Experience with working with children with SEBD and SEND.
- A proven track record of effective project management and delivery in relation to the target group of young people; including writing progress reports and presenting these to formal audiences.
- Proven track record of managing staff.
- Proven record of communicating effectively with parents.
- Experience of working strategically and collaboratively in multi-agency settings, with statutory and third sector youth services.
- Ability to work under pressure, handle a variety of situations and people and self-manage time.
- Experience in using IT and Microsoft Office.
- Demonstrative ability to communicate in written and oral context with wide cross section of social and cultural backgrounds.
- Knowledge of and experience in using emotional and behavioural concepts, anger management, emotional literacy.
- Substantial experience of working effectively as a practitioner with young people who would be considered disadvantaged and hard to engage.

### **Desirable**

- Driving license / Mini bus driving licence.
- Child Protection Training Level 2.
- A Qualifications in education, youth work or related coaching / tutoring.
- Experience of successfully managing staff effectively.

## **Knowledge and Qualifications**

### **Essential**

- Educated to degree level.
- GCSE (A\*-C/9-4) in English or (A\*-C/9-4) in mathematics or equivalent.
- Knowledge of relevant procedures and practices relating to working with young people
- Knowledge of Special Education Needs code of Practice, Child Protection Procedures, Keeping Children Safe in Education 2019 guidance, the National Curriculum.

### **Desirable**

- Further qualification in dealing with young people – PGCE, PTTLs, KTTLs, DTTLs or equivalent.

## **Ofsted/Church Inspections**

The Academy was placed into Special Measures in February 2017. Since September 2018, the Academy has benefited from new leadership, joining the Ted Wragg Multi-Academy Trust and an injection of new staff and middle leaders. Systems and structures have been overhauled and now the Academy is well in to it's journey of rapid improvement. The aim is for the Academy to be judged good in the next academic year.

Ofsted visited for their latest monitoring visit in April 2019 and commented that leaders and managers were taking effective action towards the removal of special measures. Furthermore, inspectors commented that leaders were 'impressively clear in their thinking and increasingly able to plan and act strategically'. Inspectors commented also that they have transformed the Academy in a short space of time. The quality of teaching along with pupils' attitudes and engagement have improved. Inspectors also commented that there have been 'important improvements to the leadership of behaviour' which has improved pupils' behaviour significantly, since the last visit.

There is good capacity to improve and the Academy is on track to be removed from Special Measures in the new academic year.

The Church of England inspection (SIAMS) was completed at All Saints in May 2019 and graded the Academy as good. This took into account the quality of education, pastoral care and the ethos of the Academy.

## **The Ted Wragg Multi-Academy Trust**

The Ted Wragg Trust was established in 2010 with the aim to create an outstanding educational experience for all of Exeter's children. Since then it has expanded to include schools in Plymouth. Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

All students within the Ted Wragg Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative teaching.

All Saints Academy, Plymouth is in a formal management partnership with TWMAT and will be fully transferring into the Trust over the coming months.



## We Value Our Staff!

We value our staff and do this by having sensible policies and clear systems in place, such as:

- We do not expect staff to write endless feedback to students. We do not do WWW or EBI but instead have a fast whole class feedback approach and live marking.
- We do not expect you to set homework. This is already planned and set for you with our Knowledge Organisers.
- You will not be expected to attend pointless meetings. We value CPD time and to that extent end our school day early once a fortnight to focus on this.
- We do not grade lessons or have formal observations. Instead we invest in weekly incremental coaching, where all staff have a trained coach to watch parts of a lesson and feedback. You will get more out of this than any formal observation or training course.
- Your lessons won't be disrupted by poor behaviour as we have a Ready to Learn Centre where students go if they can't focus in your lesson.
- Your lessons will be planned for you, using high quality schemes of learning developed by expert leaders across the Ted Wragg Multi-Academy Trust. You will be free to deliver these how you please, but there is no need or expectation to be planning every night of the week!
- We do not ask teaching staff to do a duty (either at break, at lunch or before/after school).
- We have corporate membership to the Elfordleigh Hotel and use this for staff events/training. Staff also can access discounted membership rates for their spa and sports facilities.
- Staff can access free health checks with Nuffield Health.

## Applying for the Post

Please read this Job Information Pack before completing the application form. If you are handwriting your application, please use BLACK ink and complete in full. If emailing, you will be required to sign the application form if called to interview. CVs will not be accepted. Please return completed applications forms, with a cover letter outlining why you are suitable for the post, your skills and how you meet the job description. Please address this to the Headteacher using no more than 2 sides of A4, Aerial/Times New Roman font size 12 and send to Katie Plant (Executive Assistant to the Headteacher ) by email [kplant@asap.org.uk](mailto:kplant@asap.org.uk) or by mail to All Saints Academy, Pennycross, Plymouth, PL5 3NE.

