



# RALPH THORESBY SCHOOL

Ambition and Achievement for All

## The Link Centre Manager

### Candidate Pack

SO1 scale point 23-25

Term time only +5 days

£25,899 - £27,505 (actual salary)





# Welcome

Dear Candidate,

Thank you for expressing an interest in working at Ralph Thorsby School.

We are keen to recruit high calibre staff with a passion for leading student learning and if successful, you would be joining an exceptional team of staff, dedicated to challenging students and follow the high expectations of the school. We are proud to be a successful, truly comprehensive school serving a diverse local community. RTS is a fantastic environment in which to work and study. Our innovative curriculum is implemented by a talented and cohesive group of staff. The calm and purposeful atmosphere around school is underpinned by an emphasis on restorative practice and a clear focus on staff and student well-being.

Our school motto is 'ambition and achievement for all'. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves. We also have a strong emphasis on staff well-being with a professional staff coach, a staff well-being committee and a range of well attended social, sporting and fun activities. Our staff are proud to be at RTS and the team spirit is second to none.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,

Mr Will Carr (Headteacher)





## About Ralph Thoresby School

The school is a mixed community school with over 1,000 students on role. Approximately 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students' learning. 'This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect and care for others' (Ofsted).

The school has repeatedly been judged good by Ofsted and we have a strong record of academic achievement, whilst ensuring that all students are well supported. Students make good progress here because, 'the working atmosphere in classrooms is positive' and 'pupils take pride in their work' (Ofsted).

We have an excellent 6th form partnership arrangement with Lawnswood School (another good local school) and together we offer post-16 provision to rival the best in the city – 'The quality of provision for post-16 students remains good. Students make consistently good progress over time' (Ofsted). We are a Trust school in partnership with several of our local partner Primary schools. We have a strong relationship with the Local Authority and are also part of the highly regarded Red Kite Alliance teaching school hub, 'Partnership working is strong' (Ofsted).

Our school motto is 'ambition and achievement for all'. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves.

Why work for us - [https://youtu.be/m7y5o\\_GMeWk](https://youtu.be/m7y5o_GMeWk)





## Information for Candidates The Link Centre Manager

At Ralph Thoresby School, our mission is to create an environment in which students feel safe are enabled to build positive relationships with all staff, and where learning is valued and cultivated. We are proud of our restorative ethos and culture here at Ralph Thoresby and firmly believe that every interaction with a student is a chance to build a positive relationship. The Link Centre plays a fundamental part in embedding restorative practice by supporting students who have made the wrong choice, by helping them understand exactly what has gone wrong



and how they can put things right and move forward more positively. The Link Centre focuses on Retreat, Restore, Return, to ensure that all students can access lessons and support them to reach their full potential. The Link Centre team are responsible for supervising The Link Centre, carrying out SEMH on call, delivering high quality 1-2-1 sessions for targeted students, and managing a caseload of Child Protection referrals.

### Staffing

The Link Centre is made up of 5 highly skilled support workers (including The Link Centre Manager), who are devoted to improving the educational outcomes of all the students by supporting them in times of challenge and conflict. The team is highly supportive of each other and works collaboratively with the wider Climate for Learning team and teaching staff.

We are seeking to appoint a passionate pastoral professional to lead a team of 4 Student Support Workers, who has ambitious aspirations for students and who wishes to be part of a talented, supportive, collaborative and extremely hardworking team. The successful candidate will share our commitment towards constantly improving our provision and delivering high quality Social, Emotional, Mental Health support to the students in need.





## Job Description

### The Link Centre Manager

<b>Accountable to:</b>	Assistant Headteacher	<b>Line Managing:</b>	The Link Centre Team
<b>Post type:</b>	Permanent	<b>Salary/Grade:</b>	SO1 scale point 23-25
<b>Liaising with:</b>	Leadership Team, Subject Leaders/Teachers, Support/Administration staff, Parents/Carers, External Agencies		

#### Safer Recruitment Statement:

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS). We promote diversity and want a workforce which reflects the population of Leeds.*

#### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations outlined in the School Improvement Plan
- Support and contribute to the achievement of every child's outcomes.
- Support and contribute to the safeguarding of all students.
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

#### Key Responsibilities of the role:

- Line manage a team of support professionals to deliver the bespoke SEMH provision
- Coordinate the team to carry out a range of SEMH interventions. E.g., compose timetables
- Support and advise wider staff to address the behavioural, emotional, and social needs of all students, especially those who need additional help to overcome barriers to learning.
- Work directly with the Assistant Headteacher for Climate-for-Learning to develop SEMH provision and ensure key whole-school priorities are met.
- Ensure accurate tracking, recording, and monitoring of all interventions across the team.
- Maintain a flexible approach to working and organise workload dynamically in response to changing external factors.
- To provide daily support and guidance to young people who have barriers to their learning. Providing information and advice to enable pupils to make the right choices about their own learning, behaviour, and attendance.
- Monitor the attendance of targeted students and develop strong working relationships with parents/carers through effective pastoral care, within TLC provision and across the school.
- To provide in class support under the direction of TLC Manager.



## Key Responsibilities of the role continued:

- To provide 1:1 support to students in TLC and in class when required.
- To write daily reports and assist with the gathering of information when updating records.
- To plan, deliver and lead on inspiring group work sessions for a small group of targeted students daily.
- To carry out whole school duties before the start of the school day
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection by reporting all concerns to the Safeguarding Team
- Work closely with outside agencies that might offer additional support for students.
- Work with other support teams in school to review the progress of the students.
- To perform other reasonable tasks required by Line Manager
- Ensuring the effective and efficient use of physical resources

## Managing behaviour effectively to ensure a good and safe learning environment

- To keep abreast of strategic systems
- Contributing, where appropriate, to the school's INSET provision
- To participate in CPD events
- To participate in Performance Management processes
- Attend appropriate meetings and forums.
- Liaison with and advise SLT, HOY and other teams.

## Leading and Developing Colleagues and Other Adults

- To act as a positive role model
- Exemplifying a public service centred approach to work

## Relationship with Parents/Carers with the Wider Community

- Establishing effective communication with parents/carers, including My Child at School and parent access portal.
- Exemplifying a public service centered approach to work.

## Additional Duties

- Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.
- Participation in the schools coaching model. Leading (or co-leading) a coaching group of students. Attending training when needed and weekly staff briefing. Attending 'meet the coach' events (hours covered by utilising a +1 day on your contract)
- Undertake any other duties as reasonably required by the Headteacher.

Compiled by:

M. Hancock

Date:

March 2023



## Person Specification The Link Centre Manager

The criteria below are an *indicative* but not an exhaustive list of the skills, experience and attitudes needed for the post

### Essential

- Ability to work successfully with pupils with challenging behaviour
- Significant and demonstrable experience of working within a comprehensive secondary educational setting.
- Experience of working with students from a range of backgrounds and cultures and with differing needs and abilities.
- Excellent interpersonal skills with students and staff.
- Clear commitment to enhancing and raising achievement for all students.
- Effective communicator
- Ability to prioritise and organise workload
- Ability to assess a student's educational and social needs
- Ability to work with other professionals both within and outside school
- Clear commitment to enhancing opportunity and raising achievements for all students.
- Emotional intelligence and forbearance with a willingness to be flexible to the needs of the school.
- Public service-centred approach to work.
- Willingness to be flexible to the needs of the school.
- Ability to monitor and evaluate the effectiveness of programmes
- Commitment to social inclusion within school
- Commitment to continued professional development
- Experience of working with young people and their families with a variety of different needs
- Working knowledge of relevant policies, codes of practice and legislation relevant to working with children.
- Administrative and organisational efficiency and ability to work under pressure and to often conflicting deadlines.
- Ability to motivate young people
- Willingness to contribute to extra-curricular activities





# RALPH THORESBY SCHOOL

Ambition and Achievement for All

## THE SELECTION PROCESS

### How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of TLC Manager at Ralph Thoresby School, then you should:

- Complete fully the enclosed application form including the section for a personal statement, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Submit your application form via email by Friday 21<sup>st</sup> April 2023, no later than 12.00 noon on this date to [recruitment@ralphthoresby.com](mailto:recruitment@ralphthoresby.com)

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### Timetable for the selection process

- Post advertised in Leeds CC Bulletin: 3<sup>rd</sup> April 2023
- Closing date for applications: 12 noon Friday 21<sup>st</sup> April 2023
- Short listing: Friday 24<sup>th</sup> April 2023
- Invitation to interview by telephone: Upon shortlisting.
- Reference requested: Upon shortlisting.
- Selection day scheduled: W/C Monday 24<sup>th</sup> March 2023