



# SIDMOUTH COLLEGE

## Student Development Centre Lead (12month FTC)



*believe • inspire • succeed*

# Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Student Development Centre Lead (12 Month Fixed Term Contract) at Sidmouth College. The College currently has 906 students on roll of whom 150 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven new Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to once again be judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role .

If you have any questions please contact the Leadership Team Assistant, Mrs Jo Liddle, on 01395 514823 or [jliddle@sidmouthcollege.devon.sch.uk](mailto:jliddle@sidmouthcollege.devon.sch.uk)

Yours faithfully



Mrs S Parsons  
Principal



# Introduction

## Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

### Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

### A caring and supportive community

Care, guidance and support are strengths of the College. Students are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

### A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.



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# Appointment Information

## Appointment Information

Sidmouth College is seeking to appoint a highly motivated and enthusiastic Student Development Centre Lead on a 12 month fixed term contract to join our SEN team from September 2023 (or ASAP). This is an exciting opportunity to assist the SENDCO and Pastoral Support Team in running the Student Development Centre for pupils identified as having Special Educational Needs (SEN).

The post holder will work under the guidance of the Special Educational Needs Coordinator (SENDCO).

Experience of working in a similar role is desirable but not essential.

**Please see the job description included in this pack for more information.**

Hours of work are 30.42 hours per week, worked over five days, 8.30am to 3.20pm term-time plus non-pupil days.

## Application Process

**The closing date for applications is Monday 25th September 2023 at 12.00noon**

**Interviews will be held week commencing Monday 25th September 2023**

Full details and an application form can be downloaded here: [Ted Wragg Multi-Academy Trust - Vacancies \(tedwraggtrust.co.uk\)](https://tedwraggtrust.co.uk)

Applications should be submitted to:  
[vacancies@sidmouthcollege.devon.sch.uk](mailto:vacancies@sidmouthcollege.devon.sch.uk)

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy.

Sidmouth College is an equal opportunities employer.



# Student Development Centre Lead Job Description

<b>Job Title</b>	<b>Student Development Centre Lead (12 month fixed term contract)</b>
<b>Location</b>	Sidmouth College
<b>Reporting to</b>	SENDCO
<b>Grade</b>	D (Actual salary £15,679 - £17,189)

## **Job Purpose including main duties and responsibilities:**

### **Job Purpose:**

To assist the SENDCO and Pastoral Support Team in running the Student Development Centre for pupils identified as having Special Educational Needs (SEN); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils. This role will be primarily based in the Student Development Centre (SDC).

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

## **Main Duties & Responsibilities:**

### **Responsibilities:**

- To assist the SENDCO in leading the provision for SEN within the College and running the Student Development Centre (SDC);
- To manage appropriate resources for students using the SDC and ensuring that they are used efficiently, effectively and safely;
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support;
- To support the SENDCO in managing the organisation and administration for those students with an Education, Health and Care plan, liaising with outside agencies where appropriate;
- To support learning of students as allocated by the SENDCO.



# Student Development Centre Lead Job Description Contd...

## Specific Responsibilities:

- To support the provision of SEN, including the day to day running of SDC;
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN are met fully;
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies;
- Ensuring that staff are kept informed of pupil's SEN and, with the SENDCO, advise on areas to develop and support;
- Working with the SENDCO and other staff to ensure that Pupil Profiles are used to set subject-specific targets and match work well to pupils' needs;
- Using data effectively to identify pupils who are seriously underachieving and, where necessary, help to create and implement effective plans of action to support these pupils;
- To work with the SENDCO to promote an inclusive curriculum;
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENDCO;
- To monitor the progress of students with SEN and advise the SENDCO;
- To support meetings of SEN staff, communicate information to staff and coordinate resulting action;
- To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENDCO.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.



# Student Development Centre Lead Job Description Contd...

## Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management of people	<ul style="list-style-type: none"> <li>Ability to manage workload and prioritise.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working to deadlines</li> </ul>	Application and interview
Experience	<ul style="list-style-type: none"> <li>Proven experience of working with children of relevant age in a learning environment</li> <li>Experience of using ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with SEN</li> </ul>	Application and interview
Practical Skills	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> </ul>		Application and interview
Communication	<ul style="list-style-type: none"> <li>Ability to fulfil all spoken aspects of the role with confidence and fluency in English</li> </ul>		Application and interview
Personal Qualities	<ul style="list-style-type: none"> <li>Able to work effectively in a team</li> </ul>		Application and interview
Strategic Thinking	<ul style="list-style-type: none"> <li>Assist in the development of specialist resources and materials</li> </ul>		Application and interview
Technology / IT Skills	<ul style="list-style-type: none"> <li>Supporting the use of IT in learning activities and developing pupils' competence</li> <li>Effective use of IT and other specialist equipment and resources</li> </ul>		Application and interview



# Student Development Centre Lead Job Description Contd...

## Person Specification Continued...

Education and Training	<ul style="list-style-type: none"> <li>• Numeracy/literacy skills (at least equivalent to Level 2 of the National Qualifications Framework)</li> <li>• Requirement to participate in training/development as/when identified by line manager as essential for performance of the post NVQ 3 for Teaching Assistants or equivalent qualifications or experience.</li> <li>• Training in the relevant strategies, e.g. literacy and/or in particular curriculum or learning areas, e.g. Maths, English, IT, bi-lingual etc.</li> </ul>		Application and interview
Professional Registration	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary.		Occupational health questionnaire



