

Learn@ MAT Central ALP



Applicant Information Pack

Learning and Community Facilitator
Term time only
35 hours per week

BG8 - £22,627 - £24,491 (pro rata)

Dear Applicant,

Thank you for your interest in the post of Learning and Community Facilitator at Learn@ MAT Central Alternative Learning Provision (Central ALP).

The Learn@ Mat Vision is to advocate for our young people by listening to their voice and designing a programme where young people feel like they can be successful. We are passionate about providing expertise across the SEMH and SEND spectrum so all our pupils are achieving at their level and pace. Our key focus is to ensure we are addressing all the needs of young people so they have increased opportunities for personal development.

We will do this by building confidence, motivation and skills to access their learning at the next stage of education/training and/or employment. Our aim is to:

- promote and increase attendance and engagement across the MAT.
- Ensure all leavers have a destination to education/training and/or employment.

The curriculum at the ALP is to work with young people to break down barriers to learning, the weight of community expectation and ultimately be confident in their ability to succeed. This is underpinned by the principles of:

- Inclusion
- Respect
- Innovation
- Promote
- Nurture

We deliver a holistic curriculum with the ultimate goal of ensuring all learners are prepared for adulthood. The key areas we focus on are:

- Education and employment
- Health
- Independent Skills
- Community inclusion

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted) and return it to Louise Shepherd, by either of the following

ways:

Email: louise.shepherd@learnmat.uk

Post: Learn@ MAT
c/o Knowle DGE Academy
Leinster Avenue
Bristol
BS4 1NN

The closing deadline for applications is Monday 6 December 2021 (12 noon)
Interviews will be held week commencing Monday 13 December 2021

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Visits are welcomed. Please contact Louise Shepherd on 07458 102618 or 0117 456 6513 if you would like to visit.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

Jen Southall
Chief Executive Officer

Job Description:

Academy:	Learn@ Alternative Learning Provision
Job title:	Learning and Community Facilitator
Reports to:	Assistant Head Teacher
Hours of work:	35 hours per week
Salary:	BG8 Point 13 to 17

Purpose of the Job

- To work in partnership with the class teacher and the Assistant Head to support the engagement of learning both in the classroom and during offsite activities
- To demonstrate an understanding of trauma informed practice and attachment disorder through positive interactions with young people
- To work with pupils, families and staff at the ALP to improve pupil's engagement in accessing education
- To advocate for young people and ensure their voice is heard

General Duties & Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' needs as appropriate
- To contribute to the care of the student by also undertaking a lunchtime supervisory role, up to 3 days a week
- To take responsibility for the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or groups of students to support the engagement of learning
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group
- Establish positive relationships with students build on trust and respect
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Support and encourage students with offsite activities and learning opportunities
- Support the use of ICT in and out the classroom and develop students' competence and independence in its use
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with school policies and help keep students on task

- Write reports and records as required
- Monitor and record pupil responses and learning achievements, resolving all but the most complex problems independently
- To be involved in planning, organising and implementing BSPs, including attendance at, and contribution to, reviews
- To attend to students' personal needs including help with social, welfare and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- To assist with the display and presentation of students' work
- To assist with escorting students on educational visits and during offsite activities

Other responsibilities:

- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Academy Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at the start of the year and it may be subject to modification and amendment at any time after consultation with the holder of the post.

Person Specification

	Essential	Desirable
Experience:	<ul style="list-style-type: none"> • Successful experience working with children in a school/alternative setting • Experience working with young people in the community • Good understanding of safeguarding children 	<ul style="list-style-type: none"> • Previous experience as a higher-level teaching assistant or teacher • Experience with working with students with SEMH/SEN
Qualifications/Training:	<ul style="list-style-type: none"> • Youth work qualification and/or qualification in educational studies • Good reading and writing skills (GCSE or equivalent) • Good numeracy skills (GCSE or equivalent) • Good working knowledge of ICT to support learning • Willing to participate in development and training opportunities 	<ul style="list-style-type: none"> • Team Teach trained • First Aid certificate • SMEH training • Full Driving Licence
Knowledge / Skills:	<ul style="list-style-type: none"> • Ability to use basic technology – computer, video, photocopier etc • Ability to face challenging situations with resilience and positivity • Ability to relate well to both children and adults and be able to form positive relationships with ease • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	
Legal Issues	<ul style="list-style-type: none"> • Legally entitled to work in the UK 	

Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts in Notton House Academy involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, 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 supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.