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Dear Applicant

We are delighted that you are considering applying for the post of **Head of Additional Learning Support/Special Education Needs Coordinator (full or part time- minimum 0.5fte)** to take up post as soon as possible. This role is open to both teaching and support staff.

Cardinal Newman is a wonderful place to work and we welcome applications from those who are keen to gain a broad experience of working in an outstanding institution. We are a happy and thriving Catholic Sixth Form College and welcome colleagues and students into our community regardless of their religion or belief, ethnicity, gender, disability, sexual orientation, marital or pregnancy status.

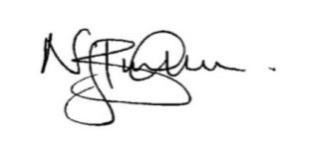
At Cardinal Newman, we are committed to the development of the whole person and we value each student as an individual, with a unique mix of skills and talents. Our students achieve outstanding results, which consistently place Cardinal Newman amongst one of the top Colleges nationally for Value Added. We were awarded Beacon Status in 2010 and the College was awarded an ‘outstanding’ Inspection in May 2009. However, we are as proud of our students’ social, cultural and spiritual achievements as we are of their outstanding exam results. We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us. We welcome applications from suitably experienced and newly qualified teachers for appointment to this teaching post.

Completed application forms should be returned to the Human Resources Department (via email or post) by 8:00am on Friday 20th September 2019. We do ask that you accept, in the interests of economy, that if you have not heard from us by the end of September you have not been selected for interview on this occasion. We will confirm receipt of all applications by email within one working day of receipt. Please call the HR team if you have not received a confirmation email by the closing date.

Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Human Resources Department.

Yours faithfully



Nick Burnham

**Principal**

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**Mission Statement**

As a Catholic Sixth Form College, we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

**Values Statement**

Cardinal Newman College is a community, which aims to live out the gospel values of service and love. This means that:

* The individual student is central to all our endeavours
* The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect
* The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
* The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
* The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
* The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
* The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.



**Job Description**

**Post Title:** Head of Additional Learning Support/Special Education Needs Coordinator

**Responsible To:** Strategic Lead for Learning Support

**Purpose of the Post:** To lead the Additional Learning Support Team to ensure that the full range of additional learning support needs of the students are met.

**Responsibilities:**

* Act as the College Special Educational Needs Co-ordinator overseeing SEN provision to ensure co-ordination of support for all students
* To ensure that the College complies with special educational needs legislation and good practice including the *SEND code of practice* and *Further education: guide to the 0 to 25 SEND code of practice*
* Line manage and lead the team including responsibility for performance management
* Organise and maintain timetables for all Additional Support Assistants
* Develop and maintain outstanding quality systems and standards in relation to this aspect of the College provision (including lesson/support observation)
* Regularly evaluate the effectiveness of provision and provide reports when required
* Develop Key Performance Indicators which show the impact of the service offered.
* Collaborate with SLT on the selection, appointment and professional development of staff within the department
* Liaise with local authorities including attending meetings
* Keep up to date with relevant funding changes including high needs methodology with changes and risks being communicated with the SLT
* Ensure that each student’s profile and record of support is up-to-date to:
* inform discussions with the student about their progress and support;
* evidence accurately the SEN support that has been provided over a student’s time in college and its effectiveness;
* log support, interventions and progress towards specified outcomes.
* Co-ordinate initial assessment of incoming students, where required, including devising appropriate diagnostic testing and planning and supervising testing arrangements including marking of tests
* Liaise with parents/guardians, previous educational institutions or educators, psychologists, local authorities, specialist support organisations, and College staff to plan and implement a programme of support for such students on arrival
* Liaise with Exams Team and subject departments throughout the access arrangements process
* Support the College’s MIS Team with data on students and their learning programmes and support
* Analyse and interpret relevant college, local and national SEND data
* Coordinate and Chair where appropriate the annual review process of all students in receipt of Education, Health and Care Plans (EHcP)
* Liaise closely with personal Achievement Tutors regarding individual student care, medical and mental health needs
* Identify good practice across the College and sector and disseminate to relevant staff (by bespoke professional development where appropriate) including support staff in administrative roles
* Support and contribute to whole College INSET as required to ensure that teachers and other staff develop their skills, are aware of effective practice and keep their knowledge up-to-date
* Be available for Open Evenings to advise students and parents
* Ensure that psychologists’ and relevant external agencies reports are up to date
* Manage the Additional Support budget
* Contribute to operational aspects of safeguarding across the College
* Each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work
* Provide in class and student support where appropriate
* Support pathways to employment and higher education
* To undertake any other duties as changing circumstances may require
* It is expected that the post holder will undergo such training as may be reasonably required from time to time by College Management, to participate in Whole-College and departmental training events and briefing sessions as appropriate and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of their duties.



**PERSON SPECIFICATION**

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| **All staff must make a positive contribution to:**   * the Catholic ethos of the College and its distinctive nature; * the College Equality and Diversity, Health and Safety and Safeguarding Policies and Procedures; * the pursuit of excellence and the highest standards of quality in all aspects of College life; * their own professional development, in accordance with the needs of the College. | | | |
|  | **Essential** | **Desirable** | **How Identified** |
| **Qualifications / Education and Training** | * Educated to degree level or equivalent * SENCO qualification (or working towards this) |  | * Application form |
| **Experience, Knowledge and Skills** | * Have experience of contributing to curriculum development * Has experience and knowledge of SEND and inclusive learning * Has experience of managing a team of professionals * Has experience of SEND Code of Practice 0-25 years and the role within education * Has experience of coordinating, chairing and being the named professional Education, Health and Care Plan annual review system * Has knowledge of current JCQ Access Arrangements procedures * Have a clear vision for the future development of the department * Excellent communication/presentation skills * Excellent organisational and planning skills |  | * Application form * Interview * References |
| **Personal Qualities** | * Be able to work with others to achieve the further development of the college, ie; the maintenance of Ofsted’s “outstanding” college status * Ability to motivate people as members of a team * Be interested in developing the management of learning within the college * Ability to meet deadlines * Ability to work under pressure * Commitment to the ethos of the college * Ability to form and maintain appropriate relationships and personal boundaries with young people * Emotional resilience in working with challenging behaviours * Excellent time-keeping and attendance record subject to the provision of the Equality Act 2010. * Enhanced Disclosure clearance (including barred list check) **\*** * Medical clearance**\*** * Provision of two references which are deemed as satisfactory to the Principal\* * The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK)   \*following a conditional offer of appointment |  | * Interview/ Presentation/test * References |

\*Following an initial offer of appointment.

Cardinal Newman College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure

Clearance through the Disclosure and Barring Service. Please note candidates’ suitability to work with children will be explored at interview and confirmed through references for the appointee.



**SUMMARY OF MAIN TERMS AND CONDITIONS**

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| **Salary** | Teaching staff salary will be £34,583 to £39,329 (NSP7 to NSP9 of the Sixth Form Salary Structure for Teaching Staff).  Support staff salary is negotiable dependant upon experience and qualifications. |
| **Payment of salary** | Your salary will be paid by BACs transfer into your bank account on the last banking day of the month (except at Christmas when payment is made before the holiday) |
| **Pension Scheme** | Teachers will automatically be enrolled into Teachers’ Pensions.  Support staff will be automatically enrolled into LGPS. |
| **Working Hours** | Support staff will work 37 hours per week, term time plus 2 weeks. |
| **Holidays** | Support staff holiday entitlement is pro rata to 22 days annual leave plus 8 statutory and 4 concessionary days. After 5 years’ continuous services the annual leave entitlement increases to pro rata to 25 days annual leave. Holidays must be taken during periods outside of term time. |
| **DBS Clearance** | This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks. |

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**About Cardinal Newman College**

Based in the heart of Preston city centre, Cardinal Newman College is a Catholic Sixth Form College. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. The College also offers a Foundation Learning course for young people with specific learning needs. In addition to the 16-18 provision, Cardinal Newman also offers a range of University courses, including Foundation Degrees in Teaching and Learning Support and Early Years, as well as an Initial Teacher Training programme. Cardinal Newman College is the post-16 provider of Initial Teacher Training for the Catholic Teaching Alliance, for graduates looking to get into teaching.

The College draws a significant proportion of its full time 16–18 learners from a wide range of schools across Lancashire. Because of its distinctive ethos, its reputation, the levels of achievement, the support the College offers students and its provision of high quality courses, Cardinal Newman College is an attractive option for learners who attend high schools in Preston and the surrounding area as well. Year-on-year applications from these schools have increased significantly.

**An Outstanding College**

Cardinal Newman is one of the highest performing sixth form colleges nationally for Value Added and the latest Ofsted Inspection in the summer of 2009 graded all areas of the College as ‘outstanding’. The report confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their (high) target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Every year, the vast majority of the College’s students, progress to Higher Education with over 30% of those taking up places at Russell Group Universities.

**Our Community**

Links with the local and Catholic partner high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Lancaster are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this, for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Foundation Learning students; Health and Social Care students; the Medical Society and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter. The team of specialist RE teachers live out the college’s commitment to ‘valuing the spiritual journey of each individual and offering opportunities for each to engage appropriately in their spiritual search’.

**College Facilities**

At Cardinal Newman College, we are blessed with wonderful surroundings for our students to work, learn and relax in. The College contains *Lark Hill House*, which was built in 1797 as a private house for Samuel Horrocks, a cotton manufacturer and later Mayor and [Member of Parliament](http://en.wikipedia.org/wiki/Member_of_Parliament) for Preston. In 1919 it became Lark Hill Convent Grammar school, which began taking sixth form students in 1967 from other local Catholic Secondary Schools. It finally became Cardinal Newman College in 1978, when it merged with Winckley Square Convent School and Preston Catholic College, taking its name from Cardinal John Henry Newman.

Over the past few years the College has embarked on an extensive redevelopment programme with huge investment in state-of-the-art facilities, which perfectly combine the old with the new.

In 2009 we saw the addition of the St Cecilia Building and the St Augustine’s Building in 2010, which was renovated and refurbished to house classrooms, drama/dance studios, as well as the original sports facilities. 2015 saw the addition of yet another new building in the form of St Francis, which is home to new classrooms for Sociology and Maths, as well as Open Learning Centres, Seminar rooms and a Mango Bean Coffee shop.

A further addition to the College’s already outstanding facilities, in the form of a brand new state-of-the-art gym in the St Augustine building, opened in October 2016. This was accompanied by a complete refurbishment of the social space and café area of the St Augustine’s is building. This site also added a new modular building within its grounds, where RE lessons are now delivered from the eight classrooms it has provided.

**Staff at Cardinal Newman College**

Cardinal Newman College has achieved all of its success through the hard work, skills and commitment of its 300 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Cardinal Newman’s curricular and pastoral offer to its students.

**What our staff say about working at Cardinal Newman College**

Over the last eight years’ staff have been asked to take part in an annual staff survey. The college’s score, as determined by staff, has consistently remained high year on year and we are pleased that the scores for overall wellbeing places the college at or above the top 10% of employers who take part in the same survey.

**What our students say about Cardinal Newman College**

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**Name Shyam Patel**

**Previous School: Our Lady’s**

**Programme of Study: BTEC Extended Diploma in**

**Creative Digital Media Production**

“I chose Newman because it had the perfect course for me.

I’ve enjoyed meeting new people and making new friends

as well as being able to complete more practical work.

Newman is a great place where you can get a great education.”



**Name Phoebe Oakes**

**Previous School: St Michael’s**

**Programme of Study**: **A levels in Religious Studies, Law and Sociology**

“I decided to study at Newman as I had heard lots of positive things about the college, after much researching I felt it was the right fit for me based on the subjects I wanted to study. The teachers are excellent and give great advice and support.”



**Name Luke Garside**

**Previous School: St Bedes Lytham**

**Programme of Study: A Level Media Studies, Computing & Psychology**

“I had heard lots of good things about Newman before I applied for my place and it has certainly lived up to its great reputation. I highly recommend the college it has definitely exceeded my expectations and I have had a great experience.



**Name Hope Hamilton**

**Previous School: Wellfield High School**

**Programme of Study: A Levels in Psychology, English Combined,**

**BTEC Health & Social Care and EPQ**

“Newman had the best results in the area and I really like the feel of the campus as there was always a warm welcome when I visited on Open Days. I would advise anyone looking at Colleges to choose the one that they feel most excited to join and has the right courses for you – don’t feel limited to your closest College, there are so many options! I would recommend Newman to anyone as they really care, not only about your educational progress but also about your wellbeing and happiness.”



**Name Alex Hobin**

**Previous School: Brownedge St Marys**

**Programme of Study A Levels in Business Studies, Accounting and Graphic Design**

A Levels in Business Studies, Accounting and Graphic Design

“I chose Newman because I felt like it was the best place to help me for my future. I have really enjoyed the lessons as we are always learning something new. I think it’s important not to rush your decision about College and don’t just pick what your friends are doing.”



**Name Ella Hornby**

**Previous School: Longridge High School**

**Programme of Study A Levels in English Language and Literature Combined, Early Modern History and BTEC Health & Social Care**

“I love the freedom of independent study and the choice to learn more in depth about the subjects that I am genuinely interested in. Newman has been an inspiring and motivating place to do more of the things that I love and when I leave I hope to go to university to study nursing.”



**Name Luke Christie**

**Previous School: Leyland St Marys**

**Programme of Study BTEC Diploma in Sport and A Level Geography**

“I would really recommend Newman because it’s a great place to be. It’s the most welcoming place around and I have really enjoyed making new friends so quickly and the subjects that I have chosen.”



**Name Evie Barclay**

**Previous School: St Michaels**

**Programme of Study A Levels in PE, Biology and Psychology**

“I had heard so many great things about Newman from past students, and I feel it has a great welcoming atmosphere, everyone is always happy & friendly and the teaching staff are extremely supportive.”

**Privacy Notice – Job Applications**

As part of any recruitment process, Cardinal Newman College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information do we collect?**

The College collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

The College may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

**Why does the College process personal data?**

We need to process data in order to consider your application and, if appropriate, your appointment.

In some cases, we need to process data to ensure that we are complying with the College’s legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The College may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the College’s commitment to equality and diversity as well as its public duty under the Equality Act.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, and managers in the area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does the College protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the College keep data?**

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the College to change incorrect or incomplete data;
* require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [dataprotection@cardinalnewman.ac.uk](mailto:dataprotection@cardinalnewman.ac.uk)

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

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