Pendle Vale

Think Pendle Vale, Think Achievement



PENDLE VALE COLLEGE

INTERNAL ISOLATION CO-ORDINATOR

CANDIDATE INFORMATION

CONTENTS

1. Welcome Letter

2. Copy of Advertisement

3. Job Description

4. Person Specification

Dear Candidate

Welcome to Pendle Vale College. I am delighted that you are considering our College as a new career opportunity.

We are fortunate to have a modern, innovative, and fantastically well-equipped College; a £32million new build project in 2008, the facilities at Pendle Vale College are second to none. The building remains modern and innovative in design and is an exciting environment in which to work, however the College is more than bricks and mortar – our school is made up of over 1000 students and over 100 colleagues who all attend school each day to learn, grow and improve. Our facilities provide first rate teaching and learning opportunities that give our students and teachers a clear advantage and that results in consistently good outcomes.

Our college is made up of a team of highly committed, motivated, dedicated and professional colleagues both teaching and non-teaching, who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our college and the colleagues and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

Colleagues at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We are outward facing and strive to learn from and assimilate the very best practice and research. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our college.

We know that Pendle Vale College is and will continue to transform the education and live chances of our young people. By working together as a team, we aim to develop happy, confident and independent learners ready to take their place in the modern world.

We have a modern, flexible, and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively supported and encouraged. Our team ranges from early career teachers to experienced candidates who have reaped the benefits of working at our college.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young people. If you have what it takes to take a forward thinking College to the next level, then we look forward to reading your application and hopefully from there calling you to interview.

Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, we warmly welcome visiotrs and prospective applicants to arrange a visit, meet with significant colleagues and see for yourself.

Ofsted

Ofsted last visited us in November 2021 and confirmed that Pendle Vale remains a Good school. A copy of this Ofsted Report can be found on our college website.

Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford, and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff, and community, then I welcome your application. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences and impact to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

Mr Oliver Handley
Headteacher

INTERNAL ISOLATION CO-ORDINATOR
GRADE 6 (SCP11 TO SCP19) £20,782 - £24,063 (actual pro-rata salary)
Plus £1,060 honorarium to support Saturday intervention sessions
37 hours per week term time only (39 weeks)
Start Date: ASAP

We are seeking to appoint an enthusiastic innovative and committed member of staff to join our student support team to take overall responsibility of our Internal Isolation room.

You will be working directly with students to provide academic support and intervention to support student to overcome obstacles to learning in relation to behaviour or attendance. In addition to this, you will also be required to provide additional Saturday intervention sessions to students, and administer the 6th Day Provision protocol

You will have:

- The ability to motivate and inspire students
- High expectations of students
- The determination to support students in improving their behaviour.
- Team skills

We can offer you:

- Excellent resources
- Excellent support and professional development opportunities
- Friendly staff
- Excellent IT facilities.

Pendle Vale College has a good location, situated just five minutes from the M65. It is a quiet and efficient commute from the larger towns and cities of Manchester, Preston, Bradford and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

Further information and a full application pack can be obtained from Miss E Dewhurst, e.dewhurst@pendlevale.lancs.sch.uk

Closing date for applications – Monday 25 September 2023
Interviews – Friday 29 September.

Pendle Vale College is committed to the health, safety, and welfare of its students.
All posts are subject to an Enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION	
JOB TITLE:	Internal Isolation Co-ordinator
GRADE:	Grade 6
CAR USER:	N/A
LOCATION:	Pendle Vale College
RESPONSIBLE TO:	Deputy Headteacher
STAFF RESPONSIBLE FOR:	None

JOB PURPOSE: **The main objectives to be achieved by the Postholder**

To ensure the effective running of the Internal Isolation Room, working directly with students to provide mentoring and/or support to overcome obstacles to learning in relation to behaviour or attendance.

MAIN ACTIVITIES:
What the Postholder will actually do and what prescribed duties the Postholder will have:

1. Liaise with teaching staff and curriculum areas to organise, on a termly basis, appropriate resources and student work
2. Identify the needs and assess those students requiring extra support and support the development of individual action plans for targeted students
3. In conjunction with other colleagues develop and deliver additional intervention and education strategies for those students who may struggle to self-regulate their behaviours.
4. Maintain close working relationships with Pastoral Teams
5. Managing student behaviour in the Internal Isolation Room in the line with BfLF
6. Monitor the implementation of plans and report on progress achieved, support the re-integration of students excluded from school or following an alternative timetable
7. Provide extra support to students through knowledge of a range of activities and opportunities available to them
8. Provide data to interested stakeholders regarding students accessing the facility
9. Provide data to interested stakeholders regarding staff who send students to the facility
10. Maintain accurate student records and prepare written reports and evaluations, ensuring secure storage of student files
11. Administer the 6th Day Provision for students from other schools and be the point of contact for the key member of staff from those schools
12. Provide Saturday intervention sessions to small groups of students (as a paid additional duty).

Individuals in this role may also:

1. Be required to work with small groups of students on our Character Curriculum
2. Undertake Duties
3. Develop a range of study support activities
4. Supervise students excluded from class or those following alternative timetables
5. Contribute to the development of activities to encourage family involvement in the College

Additional supporting information – specific to this post. Indicative knowledge, skills and experience

Working at national occupational standards (NOS) for learning, development and support services and knowledge/skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them at level 3.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Pendle Vale College Person Specification		
Internal Isolation Co-ordinator		
Requirements **(on the basis of the job description)**	**E/D**	**To be identified by:**
Qualifications		
NVQ Level 3 in subjects relating to children & young people;	D	AF
GCSE mathematics and English at Grade C or above (or equivalent)	D	AF
Experience		
Experience of working with students in both one to one and group settings.	E	AF, I & R
Experience of working as part of a team and as a lone worker	E	AF, I & R
Experience of effective communication skills with children and their families.	E	AF, I & R
Experience of working and developing planned programmes of intervention based on assessed of need	D	AF, I & R
Experience of working with children; young people & their families in need or in crisis situations.	D	AF, I & R
Experience of partnership working with other agencies	D	AF, I & R
Knowledge/skills/abilities		
Knowledge of childcare legislation; practice and procedures and the ability to work within them.	E	AF, I & R
Skill to deliver planned programmes to service users in creative; diverse ways to ensure need is met and that service users engage with the work.	E	AF, I & R
Skill to work on your own initiative, as part of a wider team; to be able to manage competing demands and prioritise tasks in your own caseload.	E	AF, I & R
Skill to effectively communicate with children and their families.	E	AF, I & R
Knowledge of student's needs; and circumstances that cause barriers to learning.	D	AF, I & R
Knowledge of Child Development and developmental milestones children should be attaining	D	AF, I & R
Other		
Commitment to equality and diversity	E	I
Commitment to Health & Safety	E	I
Willingness to work flexibly as the need arises	E	I
Ability to speak another language	D	I

Code: *Essential (E), Desirable (D), Application Form (AF), Interview (I), Reference (R),*

We will always consider your references before confirming a job offer in writing.