



**Immanuel College**  
Church of England Academy



## Applicant Information Pack

### **KS4 Learning Development Centre (LDC) Tutor**

**Closing Date:** Friday 5 May 2023, 9.00am

**Shortlisting Date:** Friday 5 May 2023

**Interview Date:** w/c Monday 8 May 2023

**Start Date:** As soon as possible

## Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of KS4 Learning Development Centre (LDC) Tutor at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

We are an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe in and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in January 2019, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form. Outcomes in summer 2022 placed the school as the top sixth form provider in Bradford, with average A level results at grade B and average level 3 BTEC grades at Distinction\*.

All teachers have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then I welcome an application from you.

With best wishes,



Mr S. Mulligan  
Headteacher



## Advert

<b>Job title:</b>	KS4 Learning Development Centre (LDC) Tutor
<b>Contract type:</b>	Permanent
<b>Contract type:</b>	37 hours per week, term time only plus training days
<b>Salary:</b>	SO2 SCP 26 to 28 £30,984 – £32,798. Actual £27,018 - £28,599
<b>Closing Date:</b>	Friday 5 May 2023, 9.00am
<b>Start date:</b>	As soon as possible

Immanuel College is an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years. The school has an excellent range of facilities including a suite of brand new classrooms as well as exceptional sports provision.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

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Teachers and all other staff have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

<b>Closing Date:</b>	Friday 5 May 2023, 9.00am
<b>Shortlisting Date:</b>	Friday 5 May 2023
<b>Interview Date:</b>	w/c Monday 8 May 2023

## Job Description

<b>Job Title:</b>	KS4 Learning Development Centre (LDC) Tutor
<b>Team/Faculty:</b>	LDC / Pastoral
<b>Job Purpose:</b>	To work as directed in meeting the needs, both academic and other, of students referred to the LDC.
<b>Salary:</b>	SO2 SCP 26 to 28 £30,984 – £32,798. Actual £27,018 - £28,599
<b>Accountable to:</b>	Deputy Headteacher

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### Prime Objectives of the Post

- To work as directed in meeting the needs, both academic and other, of students referred to the LDC.
- To be responsible for creating and delivering individual plans of learning, and other activities, to meet individual students' needs.
- To maintain appropriate records of student performance and progress.
- To encourage students to develop life skills and enable them to develop the skills required to participate fully in normal classroom activities.
- To respect the confidentiality of information relating to the school and its students.
- To actively support the Christian ethos of the College.

### Range of Duties

- To work closely with others, contributing to the support of targeted students (pastoral systems, learning mentors, external agencies etc).
- To develop and manage bespoke learning programmes designed to enable all students to engage productively with the mainstream curriculum and work towards recognised qualifications.
- To establish intervention strategies, which will include careful analysis of students own strengths, areas for development/needs, preferred learning styles and environmental/ SEN factors influencing behaviour and learning.
- To involve students in personal target setting and evaluation to improve motivation and attainment.
- To establish individualised programmes to assist individual students in managing their own behaviour and other pastoral needs.
- To provide in- school counselling and respite for students with behavioural difficulties.
- To manage effectively the day-to-day work of the LDC.
- To keep and maintain records for all students associated with the LDC and to use this information in the evaluation for placement effectiveness.
- Produce information as requested by the SENCO/SLT line manager to support communication with parents and/or external agencies, ensuring accuracy at all times.
- Ensure a safe environment is maintained at all times.
- To work with other staff to improve strategies and skills in promoting co-operative behaviour and in managing difficult behaviour.
- To provide an in-school alternative to exclusion that will offer access to effective learning packages combined with direct intervention for students who present challenging behaviour.
- To establish Individual Plans for students, which include specific academic and behavioural objectives and targets, and to ensure ongoing review and evaluation.
- To develop ICT as a medium for teaching and learning.
- To develop effective communication links with parents/guardians and to offer support and feedback.
- To work with the Senior Leadership Team, Pastoral Strategic Lead, Heads of House, Heads of Department, Class Teachers and outside agencies.
- To work across the school, supporting students, in the classroom and assisting with their re-integration to class.

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### **Supervision and Guidance**

- Ultimately responsible to the Head Teacher but managed by the Pastoral Deputy Head Teacher.
- Working under the direction of the Deputy Head Teacher, Pastoral Strategic Lead and SENCO on a day-to-day basis.
- Use initiative in the pursuance of school policies, procedures and programmes.
- Decisions within established working practices and procedures as laid down by the school. Copies of the school's practices and procedures are available.

### **Range of decision making**

- To make decisions within established working practices and procedures as laid down by the school and Academy Trust.
- To exercise personal judgement and discretion within established practices and procedures to deal with confidential and sensitive issues appropriately.
- The post-holder will be expected to use good common sense and initiative in all matters relating to the prime objectives of the post.
- To ensure consistency and accuracy of information and refer matters as appropriate.

### **Responsibility for Assets, Materials, etc.**

- The provision, use and storage of equipment and materials used by students within the LDC environment.
- A general responsibility for the care of all equipment and materials within the provision in conjunction with other members of staff.
- To maintain the confidential nature of information relating to the school, staff, students, parents/carers and external partners.
- To be responsible for the safe keeping of computerised data; ensuring the requirements of the Data Protection Act are met.

## Person Specification

<b>Job Title:</b>	KS4 Learning Development Centre (LDC) Tutor
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Category	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> <li>• First degree or equivalent (BA, BSC etc)</li> <li>• GCSE (or equivalent) in English and Mathematics</li> <li>• Prepared to undertake further job-related training as required</li> <li>• Willingness to participate in In-service training</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant ICT qualification (e.g. CLAIT, word-processing)</li> <li>• Qualifications relating to SEMH needs, Learning Support, Health Child Care or Youth Work</li> <li>• Evidence of ongoing commitment to personal CPD</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children of similar age, including those with SEMH and other SEN needs</li> </ul>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner</li> <li>• Direct experience of working successfully with children with Special Educational Needs</li> </ul>
Practical and intellectual skills	<ul style="list-style-type: none"> <li>• Able to understand and carry out instructions</li> <li>• Able to keep appropriate records</li> <li>• Able to use initiative within school policies and practices</li> <li>• Good standard of written and spoken English</li> <li>• Ability to express oneself clearly</li> <li>• Good numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to speak a second language</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of children of similar age group</li> <li>• Understanding of the needs and challenges presented by students with SEMH needs and the barriers they face</li> <li>• Knowledge/understanding of inclusive practice</li> <li>• An understanding of the needs of children in a multi-cultural society</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge in the areas of SEMH needs, Learning Support, Health/ Child Care/practical skills (e.g. first Aid) or other relevant skills</li> <li>• Knowledge of the SEN Code of Practice</li> </ul>
Personal circumstances	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> <li>• Will not require holiday leave during term time</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance</li> <li>• Good time keeping – must be able to report for work at specific times</li> </ul>	
Physical & sensory	<ul style="list-style-type: none"> <li>• Ability to cope with requirements of the post</li> <li>• For posts working with students who have physical difficulties it may be necessary for the postholder to be capable of lifting and carrying students', within</li> </ul>	

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	school policies and practices (minimum of 18 years of age)	
Disposition/attitude	<ul style="list-style-type: none"> <li>• Able to form and maintain appropriate relationships and personal boundaries with young people</li> <li>• Approachable, courteous and able to present a positive image of the school at all times</li> <li>• Able to work as part of a team, flexible, dependable and loyal, whilst remaining firm, fair and consistent.</li> <li>• Able to exercise patience, kindness and sense of humour.</li> <li>• Able to cope with the challenges of school life, prioritising conflicting demands and pressures</li> <li>• Ability to maintain confidentiality in matters relating to the school</li> <li>• Able to subscribe to the school's ethos statement</li> <li>• Able to work well as part of a team.</li> <li>• Able to relate well to others</li> <li>• Ability to be self-aware and reflective</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to be involved in the wider community life of the school</li> <li>• A willingness to assist with additional supervisory duties e.g. lunchtime duties</li> <li>• Able to demonstrate an active Christian commitment</li> <li>• A willingness to help with extra-curricular activities.</li> <li>• A good level of ICT skills</li> </ul>

## How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

## Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2023-IC-17506>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

## Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

## References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

## Interview Process

The interviews will be held at Immanuel College. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

## Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

## **Offer of Employment**

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

## **Probationary Period**

The first school term of your employment will be a probationary period

## **Timeline**

Closing date: Friday 5 May 2023, 9.00am

Shortlisting date: Friday 5 May 2023

Interview date: w/c Monday 8 May 2023

## **Questions**

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail [katie.green@immanuel.bdat-academies.org](mailto:katie.green@immanuel.bdat-academies.org)

## About BDAT



### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

### The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

### Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit [www.bdat-academies.org](http://www.bdat-academies.org)

### Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non Church of England School, as well as those within the faith.

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## Contact Details

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