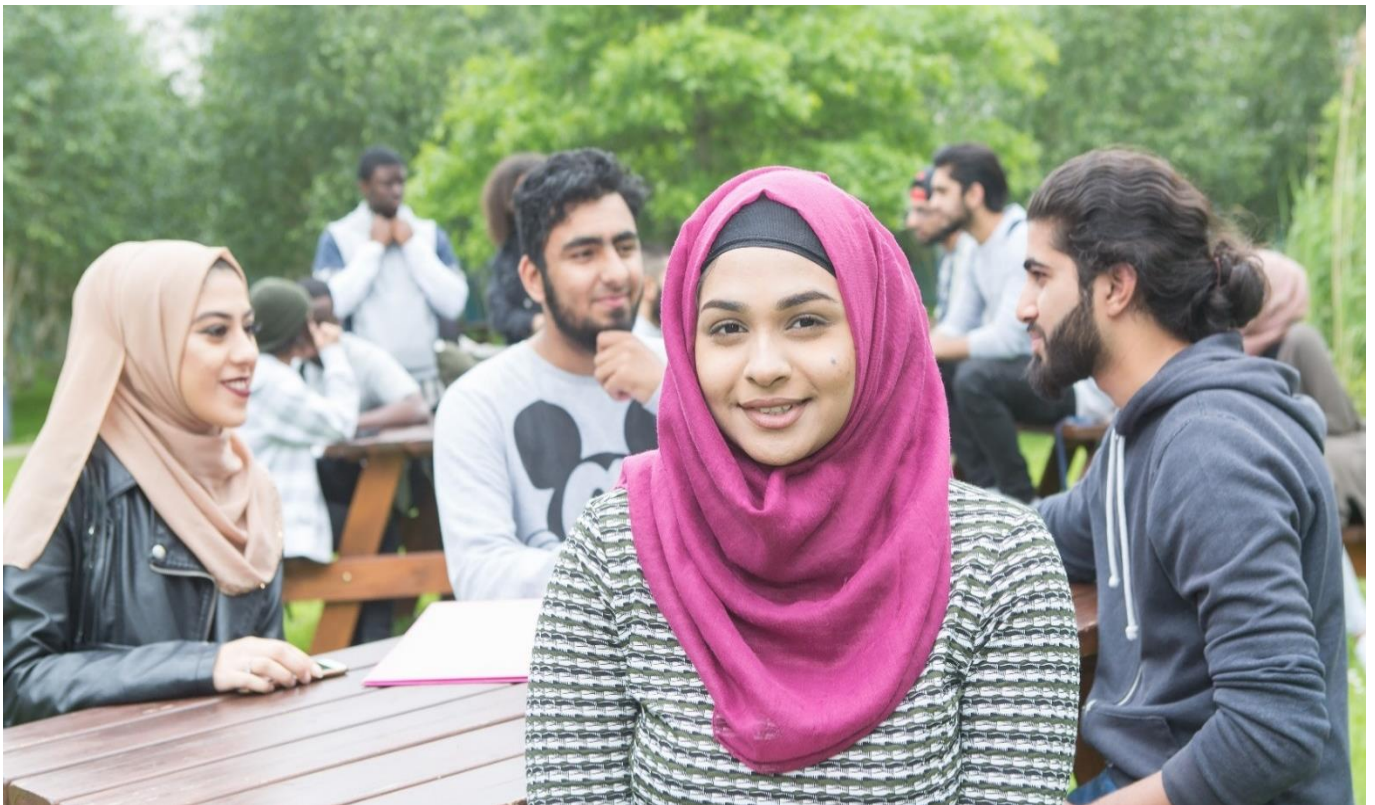


Application Pack

Inclusive Learning Manager (SENCO)



Raising Aspirations for Successful Futures

Joseph Chamberlain Sixth Form College
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INTRODUCTION FROM THE PRINCIPAL

Dear Colleague,

Thank you for your interest in the position of **Inclusive Learning Manager (SENCO)** at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I joined the College in 2012 as the Deputy Principal and have recently been appointed as the Principal from January 2019. I am really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are extremely high and the progress our students make places us in the top 10% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection, we were awarded their highest grade of 'outstanding' in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to the ensuring the success of the students we work with.

I want to continue to appoint positive like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal

ABOUT JOSEPH CHAMBERLAIN COLLEGE



Background and Context

Joseph Chamberlain College is a popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2300 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A2 Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and a comprehensive GCSE programme to 16-18 year olds; at Entry Level and Level One, we have a relatively extensive ESOL provision for both 16-18 year olds and 19+ learners. In addition, our Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy, Access to HE, Higher Education, Teacher Training and a range of Vocational Provision to the local community. Our wider curriculum is also rich and varied and students benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2018, Joseph Chamberlain College achieved an A-level pass rate of 99% for the fifth year running and the best results in the history of the College. In our recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our students that results in some of the highest levels of progression to Higher Education in the sector. The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities.

We were featured in the 2015 Parliamentary Review and will feature again in the 2019 Parliamentary Review for best practice in further education. We are a member of the Teachers' Development Trust which recognises our comprehensive package of innovative and high impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their NQT year and achieve either QTS or QTLS.

We are ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.

Our Purpose – What we are here to do

To provide an exceptional learning experience for all of our students, raising their aspirations and improving their achievements so that they can enjoy a level of success in later life that realises their highest ambitions.

Our Vision For 2019

In 2019, Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

- Everything we do is focused on improving the student learning experience.
- We have high ambitions, expectations and commit to excellent in everything we do.
- We demonstrate a 'can do' attitude, embracing the need for continuous improvement and positive change.

- **Cooperation and Communication**

- We work together positively as a team for the benefit of the College.
- We learn from our own and each other's mistakes and successes, taking responsibility for our actions.
- We are professionally honest with each other and create trust through effective relationships and transparent communication.

- **Equality and Recognition**

- We value diversity and inclusivity and let this underpin all we do, treating people with respect and fairness.
- We value and recognise everyone's work and the individual contribution they make to the lives of students.
- We display loyalty to and pride in our college and its students.



Our Strategic Ambitions

Our strategic plan up to 2019 has the following as its strategic ambitions:

1. The Academic Achievements and Success of Our Students

To be highly ambitious for all of our students and prioritise their success so that they achieve the highest standards academically, making significant progress throughout their time with us.

2. The Learning Experience of Our Students

To ensure that all of our students benefit from an exceptional learning experience that excites, inspires and broadens their minds both in the classroom and beyond.

3. The Support and Development of Our Students

To ensure that all of our students are supported to develop into confident and responsible citizens who believe in their own ability to do well in later life and who are respectful of the diverse societies of modern Britain and the wider world.

4. The Reputation and Recognition of the College

To position the College as a nationally recognised Sixth Form College that attracts an increasing number of students each year, is a highly desirable place to work and captures the interests of a wide range of partners with whom we will collaborate.

5. The Leadership of the College and its Resources

To manage our resources and finances expertly so that we can continue to grow and develop as a College to seek innovative opportunities for improvement amidst the challenges facing the sector now and in the future.

JOB DESCRIPTION



JOB DESCRIPTION: Inclusive Learning Manager (SENCO)

Accountability

The post holder will be accountable to the Director of Studies (Student Behaviour and Development).

Duties and responsibilities:

In the first instance, the duties and responsibilities are listed below. Going forward, as the needs of the College change, the duties and responsibilities within this role may also be subject to further change.

1. Leadership and Management

- Lead and manage ILS team, ensuring that staff are trained, and motivated to meet the objectives and priorities of the College.
- Monitor and develop the quality and effectiveness of teaching, learning and assessment for students with additional needs.
- Develop and embed quality standards and service level agreements for the ILS area ensuring these are maintained and the effectiveness monitored and reviewed.
- Curriculum achievement – setting and monitoring enrolment, progression and student performance targets.
- Comply with the requirements of College Policies and Procedures.

2. Inclusive Learning Support

- Be accountable for students' attainment, progress and outcomes.
- Manage a comprehensive diagnostic and assessment service for students, in order to identify how learning needs can be effectively supported. To develop the ILS policy in line with changing priorities and to contribute to the effective and efficient organisation of initial and diagnostic assessment.
- Manage the ILS audit trail through coordination of learners with difficulties/difficulties (LDD) claim forms to ensure the service delivers value for money for the College.
- Develop and manage the ILS services, to provide services which fully meet the needs of students.

- Manage the deployment of staff and physical resources flexibly and efficiently.
- Promote and facilitate awareness of ILS throughout the College, to ensure it is fully integrated into the curriculum.
- Develop innovative approaches to ILS delivery, to facilitate accessibility and inclusivity, and increase student achievement.
- Monitor and evaluate all the activities of the ILS area, using agreed quality procedures including the student voice and implement strategies to consistently improve the students' learning experience.
- Provide reports as required for internal monitoring and external agencies.
- Contribute to the development of College strategies, and provide expert advice to managers on national and regional initiatives, in order to embed good practice across the College.
- Lead on specialist assessment of students and prospective students with learning difficulties and/ or disabilities, and ensuring inclusivity.

3. Staffing

- Assist with the selection and appointment of ILS staff.
- Allocate individual timetables and monitor and report teaching hours, as required.
- Ensure team meetings are held regularly.
- Set annual performance targets for staff within the teams and carry out annual appraisal and performance reviews.
- Identify and plan the staff development needs of the teams in conjunction with the AP (Learning and Standards).
- To deliver cross-college training to staff.
- Ensure deployment of staff to support marketing events and initial advice and guidance for students.

4. Finance and Resources

- Manage all aspects of the resources and budgets allocated to ILS within an agreed budget to ensure value for money.

5. Teaching (if a qualified teacher)

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- To teach a proportional timetable appropriate to the candidate's subject-specialism.
- To meet the requirements defined in the Teachers' Standards
- To contribute to subject area meetings relevant to subject specialism.

6. General

- Provide a full contribution to marketing, admissions, enrolment, and induction processes and procedures as relevant to students with additional needs.
- In liaison with the AP (Learning and Standards) effectively represent the interests of the College in all matters relevant to the duties of the role.
- In conjunction with the Equality and Diversity Committee, promote and develop the provision of facilities and adjustments for people with disabilities, in compliance with relevant legislation and good practice.
- To be aware of the principles of safeguarding children and young people as they apply to the role with the College. Actively promote and implement the College's Safeguarding Policy.
- Participation in the College's performance review procedures, such as self-assessment, preparation for inspection participating in the College's staff development and identifying and providing training and development for staff.

- To be responsible for the adherence of the College's Single Equality Scheme and actively promote and implement the Scheme as it applies to the role within the College.
- To be responsible for the implementation of and compliance with the College's Health and Safety policy.
- To undertake any other reasonable duties and responsibilities as may be required.



PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment *				
Education, Qualifications and Training			A	I	R	C	T
A first degree or higher	✓		✓			✓	
A teaching qualification such as a PGCE or DET (if applying for a teaching role)	✓		✓			✓	
A special educational needs co-ordination qualification		✓	✓			✓	
GCSE Maths and English (Grade A – C) or equivalent level (level 2).	✓		✓			✓	
Experiences and Knowledge							
At least two years' experience in teaching/supporting students with learning difficulties in the 16-18 age range.	✓		✓	✓			
Experience/knowledge of a wide range of difficulties/disabilities.	✓		✓	✓			
Experience of developing a highly performing team providing excellent customer service.	✓		✓	✓			
Experience of developing and utilising staff effectively and efficiently.	✓		✓	✓			
Experience of developing, maintaining and working with Learning Support Assistant.	✓		✓	✓			
Previous experience of managing staff.	✓		✓	✓			
Experience of working successfully with external stakeholders and partners.		✓	✓	✓			
A commitment to and understanding of Equal Opportunities and evidence of effective implementation of Equal Opportunities policies.	✓		✓	✓			
Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment.	✓		✓	✓			
Skills and Qualities							
Ability to lead a diverse team.	✓		✓	✓			
Ability to effectively prioritise workload as appropriate.	✓		✓	✓			✓
Ability to build credible working relationships with all areas of the College.	✓		✓	✓			
Experience of managing projects to agreed timeframes and objectives.	✓		✓	✓			✓
Experience of the Sixth Form College sector.		✓	✓	✓			
Ability to work flexibly to meet changing needs.	✓		✓	✓			✓
High level of personal IT skills.		✓	✓	✓			✓
Other							
Commitment to the values of Joseph Chamberlain 6th Form College.	✓		✓	✓			
High level of personal integrity and confidentiality.	✓		✓	✓			✓

Methods of Assessment: Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T).

FURTHER PARTICULARS



Post Title: Inclusive Learning Manager (SENCO)

Salary

The role is open to both teaching and support staff.

For teachers, the salary will be on the pay structure of either the Colleges Teachers' pay scale, from £23,396 - £38,748 per annum. This will be a full-time contract, and will include up to 14 hours teaching per week.

For support staff, the role is term time only plus 10 days and salary will be negotiable, depending on skills and experience.

Start Date

As soon as possible.

Working Week

The working hours for this role is full-time, term time only, plus an additional 10 days.

You will very occasionally be required to work outside normal hours, and this will be agreed by negotiation.

Please be aware that our term dates fall in line with Birmingham City Council term dates, with the exception of the summer term, which ends during the second week of July. The autumn term begins on GCSE examination results day.

Holiday Entitlement

This post is not eligible for annual leave to be taken during the term. All holiday is taken during the College holidays.

Superannuation

The successful candidate will be eligible to join either the Teachers' Pension Scheme or the Local Government Pensions Scheme and you will automatically become a member unless you opt not to join.

Staff Benefits

We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either Teachers' Pension Scheme or Local Government Pension Scheme)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Interest free annual travel card loans
- Discounted college gym membership

HOW TO APPLY



- Complete the JCC Staff Application Form. Please state clearly on your application the position you are applying for.
- Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
- If you are applying for a teaching or curriculum based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
- The completed form should be returned by email to: personnel@jcc.ac.uk or by post to:

The Director of HR
Joseph Chamberlain Sixth Form College, 1 Belgrave Road
Highgate
Birmingham
B12 9FF
Telephone: 0121 446 2200

Deadline

The deadline for the post(s) is **Wednesday 18th September 2019** (to arrive no later than 12 noon).

Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us by 30th September 2019, please assume your application has been unsuccessful on this occasion.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Director of Human Resources.

Rehabilitation of Offenders Act 1974

In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service (DBS). The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. The results of these assessments will be used to decide whether to shortlist you further for interview. The interview panel usually consists of three or four members of senior and middle managers.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.