



RECRUITMENT INFORMATION PACK
Bridge / PLC Co-ordinator

Manor Croft Academy
Old Bank Road
Earlsheaton
Dewsbury
WF12 7DW

RECRUITMENT INFORMATION PACK

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January 2018

Dear Applicant

Post: Bridge / PLC Co-ordinator

Thank you for applying for the post of **Bridge / PLC Co-ordinator**

It is a very exciting time for the Academy as we have just celebrated our best ever results. In 2017 C+/4+ in English and maths improved from 40% to 68% in just one year! This made Manor Croft the 4th most improved school in the whole country out of 3,320 schools. It has been a transformational improvement.

Following these amazing GCSE results we were visited by Ofsted in September 2017 and they judged the school to be 'Good' with 'Outstanding' Leadership and Management.

We are looking to improve on these results even further and this role presents a fantastic opportunity for a committed professional to help support within the SEN department.

We are an inclusive school and we have the highest expectations for all our students. Our ambition is for all our young people to leave the Academy as well-rounded, happy and successful young people fully prepared to make their way in the modern world. We aim for Manor Croft to be a place teaching and learning brings joy to everyone and a place that both staff and students enjoy coming to every day.

We are looking for a person, who holds at the very core of their practice, the desire to improve the life chances of young people; a dynamic individual who can motivate, inspire and support children to ensure they are performing to their full potential and someone who will champion the students and be genuinely committed to Manor Croft Academy.

Yours faithfully

Andrew Barnett

Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve. You can find out more details about Delta and our academies at www.deltatrust.org.uk

Vision

‘Changing lives’

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the ‘Seven Principles of Public Life’
- Promote environmental awareness and protection locally, nationally and globally

Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development – Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension – Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobswest@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



**Bridge / PLC Co-ordinator
Permanent
37 hours per week / TTO + 5 DAYS
GRADE F £21,268 - £23,398 (Pro Rata)
Required As soon as possible**

Manor Croft Academy is seeking to appoint a highly motivated, hardworking and enthusiastic Bridge/ PLC Co-ordinator. You must possess the skills and determination to make a significant difference to the lives of our students.

The successful candidate will:

- Have good communication skills
- Be able to build constructive relationships with all stakeholders
- Have previous experience of working with young people in a school setting

Visits to the academy are warmly welcomed, please arrange an appointment by contacting the academy on 01924 325230.

Closing Date: Thursday 1st February 2018 at 12 noon

**An application pack can be downloaded from
recruitment.deltatrust.org.uk
or by contacting our recruitment team on
0345 196 0095
or email
jobswest@deltatrust.org.uk**

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

JOB DESCRIPTION

Post:	Bridge/PLC Co-ordinator
Grade:	F (Pt.23-26)
Hours:	37 hours per week (TTO + 5)
Reporting to:	Assistant Principal Deep Support
Responsible for:	Bridge/PLC Support Worker

Overall purpose of the post

To work as part of the Deep Support team to promote the Learning and Welfare of vulnerable students and those who experience barriers to learning

Responsibilities and accountabilities

1. To manage and work as Gatekeeper for The Bridge and Progress Learning Centre (PLC)
2. Liaise with teachers over suitable subject specific work for students' in the Bridge or PLC
3. Produce work resources for students in Bridge or PLC e.g. Anger Management, Behaviour Management, Social Skills
4. Plan work for **all** students in Bridge/PLC – updating lesson plans as required
5. Provide suitably differentiated work for SEN students in Bridge/PLC
6. Liaise with other managers, contributing information on students in Bridge/PLC
7. Ensure all Bridge/PLC students registered each lesson and inform attendance officer
8. Keep Bridge/PLC timetables up to date weekly and distribute to appropriate colleagues
9. To support the Academy's Inclusion Co-ordinator to implement agreed work programmes with individuals/groups and to be responsible for the administration of special needs procedures.
10. To work under the direction of Academy's SENCO in supporting the students with Learning/Special Needs.
11. To provide supervision and direction of LF's whilst they are located in the Bridge/PLC and assist with the delivery of specific training.
12. To administer and assess routine tests and invigilate exams and tests when appropriate.
13. Work with students, including those with statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximize achievement.
14. To develop methods of promoting/reinforcing the student's self esteem
15. Help students to further develop literacy, numeracy, ICT, problem solving and study skills. To help students develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks.
16. Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
17. Produce individual timetables for students on reduced lessons and ensure relevant staff and Attendance Co-ordinator have copies
18. Provide a point of contact for vulnerable students, discuss problems with students and contribute information to relevant staff and Attendance Co-ordinator.
19. Liaise with outside agencies and parents/carers
20. To provide regular feedback about students to appropriate colleagues
21. To assist with the development and implementation of Individual Education Plans
22. To oversee the keeping and up dating of records and contribute to reviews and systems of record keeping
23. Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement and to support reintegration of pupils following long term absences.
24. Develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Developing SMART targets and activities to remove barriers to learning.

- 25.To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
26.To comply with the Academy policies and procedures at all times.

Demonstrating an active commitment to their own professional development

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION
Bridge/PLC Co-ordinator

	Ess	Des	MOA
QUALIFICATIONS			
Grade C or above in both English and Maths, or equivalent	✓		A/I
Recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience	✓		A/I
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓		A/I
EXPERIENCE			
Working in a school environment	✓		A/I
Issues affecting students and young people and how to offer supportive assistance	✓		A/I
SKILLS			
Excellent communication and listening skills	✓		A/I
Ability to respect and maintain confidentiality	✓		A/I
Basic first aid		✓	A/I
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓		A/I
Good time management and organisation skills	✓		A/I
Ability to work with students and have a real interest in the issues faced by this age group	✓		A/I
OTHER			
Satisfactory Enhanced DBS	✓		C

ACADEMY'S STATISTICS PAGE

Academy Facts and Statistics (Results for Manor Croft Academy)		
Type of School	Comprehensive	
Age Range	11-16	
Location	Dewsbury, West Yorkshire.	
Denomination		
Co-educational or single sex	Co-Educational	
Specialisms		
Number of students on roll	639	
Value Added	951.7	
Attendance	94.8%	
Date school established	1955	
School Awards		
Number of teaching staff	36	
Number of associate staff	32	
% of students on free school meals	27%	
Number of students with SEN-statemented	1%	
% of students with EAL	15.4%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2009	40%
	2010	32%
	2011	29%
	2012	33%
	2013	45%
	2014	38%
	2015	37%
A Level Results 2011	APS per entry = n/a APS per student = n/a	
University Admissions	2010	n/a
	2011	n/a
No of students in 6 th Form	n/a	