



Valley College

Preparation for Adulthood Citizenship and Employability

Valley College Tutor Candidate Information Pack



SUPPORTIVE, EMPOWERING, ASPIRATIONAL, VISIONARY, INCLUSIVE, ETHICAL, WELCOMING

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Welcome from the Executive Principal



29th March 2021



Dear Prospective Candidate,

I am delighted that you are interested in the opportunity to apply for a role at Valley College as a College Tutor.

Our Trust currently has three primary schools and 2 special schools, together with Valley College (a specialist post-16 institution, SPI). The Trust supports 475 staff and in excess of 2,000 students.

We are ambitious with our plans; in the next five years, we aim to further grow the Trust by developing our specialist provisions, partnering with concurring schools and, should the right opportunity present itself, open a Free School. We are excited by our current vision for our post-16 learners, with plans to develop the successful Valley College offering in Rossendale and open a similar setting in Blackpool. As we seek to mirror this provision, our tutors in Rossendale will be instrumental in demonstrating best practice.

More detail about the role is provided in the Job Description later in this brochure. The successful candidate will work closely with the Head of College, Eileen Melling, to ensure we provide an outstanding education for our Valley College learners and the wider Trust.

If you would like to know more about the vacancy, I would encourage you to contact Eileen Melling in the first instance. In the meantime, the college team very much look forward to receiving your application.

Yours sincerely,

Mrs Louise Parrish
Executive Principal

VACANCY INFORMATION

The Leadership team and Directors of Valley College are now seeking to appoint a suitably qualified, inspirational and innovative tutor to foster our college motto of PACE, (Preparation for Adulthood, Citizenship and Employability) The successful candidate will deliver high quality, learner focused learning for our students.

This is a permanent contract subject to probation period,

The successful candidate will: -

- Be able to meet the minimum qualification standards as set out in the Personal Specification
- Have a proven track record in their continual professional development
- Be able to share and develop a vision for the College community
- Be committed to all aspects of inclusion and to parent partnership

We would welcome applications from any suitably qualified staff. The Trust is an advocate of professional development for all staff and there are opportunities to develop mentoring, CPD delivery and outreach skills.

Overview of the Trust and our College

THE SEA VIEW TRUST

In January 2017, Tor View School successfully converted to Academy Status and formed The View Trust; Valley College was subsequently established in September 2019. In November 2019 the Trust merged with the equally successful Blackpool Multi Academy Trust which consisted of Revoe Learning Academy, Anchorsholme Academy, Devonshire Primary Academy and Park Community Academy (Special). This new partnership is known as The Sea View Trust.

All our settings benefit from a unique relationship that has developed between them and the Trust is proud of its Sponsor Status. Further information about this, and the wider Trust, can be located on The Sea View Trust website.

VALLEY COLLEGE

Who we are

Valley College is a wholly owned subsidiary of The Sea View Trust and has its own governance structure.

The college is a specialist post-16 provision, supporting the educational needs of young people with severe or complex learning difficulties. The range of learning difficulties include Global Developmental Delay, Autism, Down Syndrome, Speech and Language and Complex Learning Difficulties. Every learner has an EHC plan, and is working between Entry Level and Level 2.

The College is an NOCN (National Open College Network) certified centre, with students working towards gaining accreditations in vocational and functional skills qualifications.

What we do

At Valley College, the aim is to deliver personalised training and support to help young people with special educational needs to:

- Control their own lives and develop their strengths, aspirations and talents
- Become valued employers, employees and members of social groups
- Participate within local communities
- Engage in meaningful employment related learning and develop enterprise skills
- Get a job, gain supported employment and/or live more independently
- Secure the best possible outcomes for adulthood
- Promote a healthy lifestyle and sense of self-worth
- Inspire communication and independent life skills

Our values

The Directors and staff of Valley College aim to provide equal opportunities for all through:

- An inclusive ethos of respect, tolerance, and understanding of others' needs which develops and values learners' self-discipline, independence and autonomy in preparation for adulthood, citizenship and employability
- Access to individualised curricula designed to accommodate individual learner aspiration needs, to ensure maximum progress and a successful outcome to the learning journey
- A safe supportive, caring and dynamic College environment which extends into the wider community
- An environment where community engagement is nurtured and provides a medium for driving forward College improvement
- The celebration of success and positive outcomes for all

Our curriculum offer

- Functional Skills (Adult Literacy/Adult Numeracy/Computing)
- Independent Life Skills
- Work Related Learning
- Business Enterprise
- Extensive Careers Programme
- Community Engagement
- PSD/Citizenship
- Sport & Leisure
- Extension & Enrichment activities

In addition to traditional teaching areas, there is a flat with lounge, kitchen and bathroom facilities and these are used to support the students with their independent living skills.



Our careers programme

Valley College has access to an external and impartial career service to provide relevant advice; this is complimented by the individual guidance provided by the tutors and PACE support staff.



The senior leadership and administrative teams provide further support with enrolment, and with developing individual learner programmes and accreditations. They also assist in accessing relevant employment opportunities in the local community, ensuring that learners have a chance to explore the world of work.

Valley College adheres to the Gatsby Benchmarks of good career guidance and provides students with an individual programme to include fully supported employment experiences. On site, sessions take place in The Den and the Garage Café, whilst off-site the college has developed excellent links with a wide variety of local businesses including:

- Retail Asda
- Arts & Heritage The Whittaker
- Arts & Heritage East Lancashire Railway
- Hospitality Thwaites
- Hospitality The Dunkenhalgh Hotel
- Horticulture Freshfields
- Horticulture Incredible Edible
- Horticulture Civic Pride Rossendale

Such placements provide invaluable experience, supporting with a student's understanding of expectations within a workplace and widening their prospects for potential future employment, additional study and/ or meaningful volunteering.

Location

Valley College is located at the Ewood Campus of Tor View School and enjoys a quiet position, located on the edge of open countryside in Rossendale (East Lancashire), within close proximity of the major road networks in the area.

Further Information and Application Procedure

Further information

For a confidential discussion about the vacancy, you are warmly invited to contact:

Mrs Louise Parrish (Executive Principal)

Email: l.parrish@theviewtrust.org

For an informal discussion about our college, please do contact:

Miss Eileen Melling (Head of Valley College)

Telephone: 01706 214640

Email: e.melling@theviewtrust.org

Application and Covering Letter

Further details about the vacancy and the application form are available from:

Our website: <https://www.valleycollege.co.uk> - Job Vacancies

Email: recruitment@theviewtrust.org

Telephone: 01706 214640

Please refer to the applicant pack when completing the application form and provide a covering letter, briefly summarising why you would be suitable for the post and how you can make a positive difference in our college. The form and covering letter should be returned to:

Email: recruitment@theviewtrust.org

marked **Valley College Tutor Application** in the subject line:

Post: **Mrs Jackie McNulty**

HR Manager

Tor View School

Clod Lane

Rosendale, BB4 6LR

Application Deadlines

Closing date: Monday 19th April 2021 - Strictly 9am closure

Shortlisting: Monday 19th April 2021

Interviews: To be confirmed

Applicants are advised that, following shortlisting, successful candidates will be contacted with further details about the interview process

Please note: To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The academies and college within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

At our Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

VALLEY COLLEGE TUTOR - TERMS OF THE POST

Post No. :	Not applicable
Post Title:	Valley College Tutor
Directorate:	The Sea View Trust
Division:	Valley College
Section:	Not applicable
Reports To:	Head of Valley College
Location:	Various: The post holder will be expected to work primarily in Valley College, Rossendale. However, on occasion, there may be a requirement to travel to one of our Blackpool settings. Mileage will be payable where applicable
DBS Status:	Enhanced check with a Children's Barred List check Enhanced check with an Adult's Barred List check
Grade:	Blackpool Council pay scales Grade F: SCP 20 – 25 Salary: £25,991 to £29,577 full time equivalent (subject to pro-rata)
Hours	<p>31hrs per week, 39 weeks per year</p> <p>For 38 weeks, the hours will predominantly be as follows, although may be subject to change in order to meet college requirements:</p> <ul style="list-style-type: none"> • Monday: 09:00 – 12:45 (3hrs 45mins, to include 2hrs 10 mins PPA) • Tuesday: 08:30 – 16:45 (7hrs 45mins, 30mins unpaid lunch) • Wednesday: 08:30 – 15:30 (6hrs 30mins, 30mins unpaid lunch) • Thursday: 08:30 – 15:30 (6hrs 30mins, 30mins unpaid lunch) • Friday: 08:30 – 15:30 (6hrs 30mins, 30mins unpaid lunch) <p>The hours for the remaining week payable will be directed to Inset training and advocate (parents/carers) evenings</p> <p><i>Please note: In future, occasional evening work may be required in order to meet the needs of the business and the students</i></p>
Job Description:	The job description is intended as a reference document which identifies the main responsibilities and activities of the College Tutor as the post holder. It may be amended by the Directors or Executive Principal (after discussion with the post holder) to reflect or anticipate changes in the job, commensurate with the salary and job title. It is not intended to be a comprehensive statement of procedures and tasks, but instead sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

JOB DESCRIPTION – VALLEY COLLEGE TUTOR

Role Title	Typically reports to
College Tutor	Head of College
Information sources	Date of profile
	26.03.2021
Purpose of the role (job statement)	
<p>To work with teachers as part of a professional team to organise and support teaching and learning opportunities for SEN students. The primary focus is to work with whole and/ or smaller groups and individuals, delivering specified work under the direction of a qualified teacher.</p> <p>The post holder provides specialist educational support for students identified as having learning difficulties, including complex and multiple needs, in a broad range of settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.</p>	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Use teaching and learning objectives to plan, evaluate and adjust sessions/work plans as appropriate within agreed systems of supervision. This will involve working with whole and/ or smaller groups and individuals, independently of the teacher; 2. Work with students on therapy or care programmes, designed and supervised by a therapist/care professional; 3. Provide specialist support to students with severe learning, behavioural, communication, social, sensory or physical difficulties; 4. Monitor student conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues; 5. Assess, record and report on development, progress and attainment; 6. Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of students; 7. Assess the needs of students and use detailed knowledge and specialist skills to support students' learning; 8. Attend to students' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters; 9. Support the role of parents/carers in students' learning and contribute to meetings with parents/carers to provide constructive feedback on student progress/achievement etc.; 10. Requires the regular manoeuvring of students with severe physical disabilities; 11. Develop and implement individual development plans/behaviour support plans for students (such as Individual Educational Plans), including attendance at, and contribution to, reviews; 12. Advise and assist students in the proper use and deployment of highly complex personal and learning aides and equipment; 	

13. Use specialist expertise to lead, train, advise and support others;
14. Some day-to-day allocation of work to other staff, requiring occasional supervisory responsibility;
15. Working with individuals, small groups and/or whole classes of students where work is regularly interrupted, which requires switching from one activity to another;
16. Maintain confidentiality and adhere to safeguarding procedure.

College Tutors at this level may also:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training;
2. Develop and implement individual development plans for students (such as Individual Educational Plans), including attendance at, and contribution to, reviews;
3. Contribute to the development of policies and procedures;
4. Be responsible for the preparation and control of stocks of materials and resources;
5. Liaise with external agencies on a regular basis;
6. Be responsible for students who are not working to the normal timetable;
7. Invigilate exams and tests;
8. Be responsible for the presentation of displays;
9. Select and prepare resources necessary to lead learning activities;
10. Exchange of potentially complex information, persuasion and negotiation in relation to other staff, professionals, parents/carers.

Indicative knowledge, skills and experience

- NVQ 3 or above and relevant work experience;
- Meet or working towards the professional standards required for this post;
- Demonstrate specialist knowledge and skills that are appropriate to providing specialist support to students with additional support needs;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

GENERAL TERMS OF EMPLOYMENT

PRE EMPLOYMENT CHECKS

All offers of employment are subject to the Trust receiving:

- Proof of identity
- Two satisfactory references
- A pre-employment medical check
- An enhanced DBS disclosure
- Evidence of relevant qualifications
- A signed Code of Conduct

All posts are also subject to successful completion of a 6-month probation period.

WORKING TIME AND ANNUAL LEAVE

- This is a part-time post, 31 hours per week, 39 weeks per year.
- Core working hours are identified in the terms, however the post holder may be required to work outside of normal working hours on occasion, with due notice.
- Term time only staff are to take their holidays during periods of school closure

PERFORMANCE APPRAISAL

- The post holder will participate in the Trust's appraisal cycle
- The post holder will also contribute to performance appraisals for the staff they line manage
- Incremental payments are awarded on 1st April each year, following a successful annual review
- Bonus payments are not included in the pay policy and are not awarded by the Trust

STAFF BENEFITS

The Sea View Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. Therefore, in order to attract the best talent, we offer a competitive reward and benefits package.

Competitive salaries

Competitive salaries are offered for both teaching and non-class based staff, depending on the type and level of role. Pay ranges are reviewed annually and the Trust works closely with recognised Union colleagues to ensure that the pay scales reflect the national picture. Starting salaries are determined by the pay range for the role, the experience of the candidate, as well as external market conditions. The Trust is also proud to be a Living Wage Foundation employer, this helps to ensure that all our staff are treated fairly.

National Terms and Conditions

The Sea View Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between The Sea View Trust and the national Trade Unions and Professional Associations.

Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

Holiday

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff. This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. There is a statutory closure period for all staff over the Christmas and New Year period.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request (after a qualifying period) an arrangement such as a job share, a part-time role or flexibility with home working. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post and the Trust. The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

Wellbeing and Occupational Health Services

The Trust has an active Wellbeing focus and is continually considering collective opportunities for staff, together with addressing the agenda for 'workload reduction'. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g. physio assessment, counselling services).

Cycle to Work scheme

The Trust's Cycle to Work scheme enables employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.

Occupational Pay Policies

Subject to qualifying periods, the Trust has both an occupational maternity pay policy and an occupational sick pay policy.