



Recruitment Pack Park Lane Academy

Role: Manager of the PLC (Personalised Learning Centre)

Required: ASAP

Actual Salary: £26556.07 (Grade SO1, Scale Point 23-25)

Dear Colleague,

Thank you for expressing an interest in this post.

We are seeking an enthusiastic **Manager of the PLC (Personalised Learning Centre)** to join our dynamic team, who is dedicated to providing the best possible opportunities to our students. We take our role in raising the aspirations of our students and meeting the ambitions of our staff very seriously. You will have the ability to inspire, enthuse and encourage students to enjoy their learning, leading to a desire to achieve their highest potential.

Park Lane Academy is on an exciting journey, as part of the South Pennine Academies Trust, the improvements we have made over the last two years are significant and we are looking to continue this with your appointment to our team.

Staff, students and parents all agree Park Lane is a great place to work and learn. Please see our website www.parklane.org.uk and our social media pages to learn more about life at PLA.

If you would like to discuss the role in more detail or visit to see the academy in action, please contact Mr Stuart Hillary, Principal, on hillarys@parklane.org.uk.

If you are committed to improving the life chances of children and think that you are right for this position then we look forward to receiving and reading your application.

Best Wishes

Kash Rafiq

Executive Principal



Stuart Hillary

Principal





Joining South Pennine Academies

· **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure -

<https://www.southpennineacademies.org/Professional-Development-at-SPA/>

· **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.

· **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.

· **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.

· **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.

· **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

Academy Overview

Park Lane is a vibrant and welcoming secondary academy. We are part of a highly successful and supportive Trust, enjoying the benefits of effective collaboration through working in partnership with the eleven academies and Huddersfield Horizon Scitt that make up the trust.

Based 3 miles out of Halifax Town Centre, in Exley; the academy buildings and grounds offer an exceptional modern learning environment and facilities, yet with the countryside literally on our doorstep meaning we can provide a wealth of additional curriculum enrichment opportunities for our students including DofE awards, sport clubs and fitness suite use for students.

We are an 11-16 mixed comprehensive academy with an increasingly positive reputation across Calderdale. Outcomes have improved steadily in recent years, with a fantastic curriculum in place, which offers real breadth and reflects the interests and ambitions of all students on our roll. We are proud to hold the Careers kitemark, for excellence in guidance and support for students. The majority of our learners stay in education post 16 at the further

education colleges within Calderdale. As a small secondary school, we take pride in the fact that every member of staff knows every student well. We truly value the relationships we foster with every staff member, student and family. This gives us a real 'family' feel that permeates through every element of our work and is something that visitors to the academy often comment upon.

Our core values are at built into the foundations of all that we do; Pride Respect and Ambition. We are proud that we are fully inclusive, serving a diverse community. We recognise that in order to excel academically, students also need exceptional care, guidance and support throughout their secondary education. Our team of dedicated staff work together with families, governors and the wider community to bring our values of Pride, Respect and Ambition to life, supporting students to develop the attitudes, knowledge and skills for future success.

As experienced and successful leaders, we are passionate about ensuring high-quality staff development leading to excellent teaching and pastoral support, positive relationships and the promotion of a culture that enables all to reach their potential, both students and staff. We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and improve their life chances.



Sponsorship

In the October of 2018, Park Lane Academy joined in partnership with South Pennine Academies to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. **The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.**

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in Park Lane Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed together.

The Trust Vision

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.



Key Priorities

High Performing Staff

Targeted strategies are used to ensure teachers, support and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Successful students

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible.

How will this support my development?

As a teacher, you will have opportunities to work alongside SLEs from the Trust and gain expert support from the best in Education. We also hold Trust-wide CPD sessions and have a shared resource iCloud system, to enable you to work with your colleagues across the MAT and gain their opinions on your strategies and resources, sharing effective ideas.

South Pennine Academies School Effectiveness Team offers coaching to both middle and senior leaders and we engage in Ambition Schools Leadership Programmes for those aspiring to further their careers.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post you should;

- Complete the application from our website fully, ensuring all details are accurate and all declarations are signed
- Please ensure you enclose two previous employers' professional referees, one being your current employer (with email addresses if possible). Do not enclose additional CVs
- Ensure you fully complete the personal statement section of the form, this should be no longer than the allocated space of two sides in the application form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of this academy
- Submit your application electronically **by midnight on 9th April 2023 on My New Term.**

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced disclosure and barring service check and the Academy's safer recruitment policy and procedures.

Manager of the PLC

Job Description

Post Title: Manager of the PLC

Line Managed by: PLC, PDE and Enrichment Lead

Liaise with: Members of staff, students, parents/carers and outside agencies

Purpose of the post

- To support pupils within the school and to carry out such other associated duties as are reasonably assigned by the Principal.
- To provide an effective first point of contact for pupils, their parent/carers and colleagues; promoting positive attendance and conduct, responding to concerns, emergencies and enquiries. Liaising effectively with all stakeholders, including external agencies, to remove barriers to learning by ensuring information is shared and the needs of pupils are addressed in relation to attendance, conduct, personal development and well-being.

Main Duties

- Deliver effective pastoral care so that individual pupils and groups of pupils are supported to actively participate in learning and reach their full potential.
- Implement the KS3 curriculum for students in the PLC
- Implement behaviour modification programmes that your team will carry out in the PLC in line with the curriculum programme.
- To safeguard and promote the welfare of children and young people.
- Identify, manage and minimise the barriers to learning of individual pupils in order to maximise their potential.
- Actively challenge and improve pupil punctuality, attendance and conduct, promote pupil wellbeing and support the raising pupil achievement and progress.
- Contribute to effective transition from and to other schools, ensuring pupil emotional and social well-being is safeguarded at all stages

General Duties

- To work in accordance with all school policies and procedures.
- To work collaboratively.
- To use available data to set challenging and realistic targets for students.
- To contribute to the setting and marking of internal assessments and preparation for external examinations in all key stages.
- To take pastoral responsibility for a group of students as their key worker
- To act as an ambassador for the school in dealing with parents, outside agencies and members of the community.
- To have a commitment to self-review and development.
- To create and maintain an environment which is conducive to learning.
- To participate in the school's training and development programme.
- Any other duties at the reasonable discretion of the Principal or their designate.
- Develop a student culture, personal development, welfare, and behaviour across the year group that enables students to excel.
- Support a safe, calm and purposeful environment for all students and colleagues. Advise the Leadership Team on all matters connected with the day to day, development and welfare of children in the year group.

- Be a role model for the highest of standards of behaviour with colleagues and students around the academy through consistently high visibility and upholding the Academy expectations.

Specific Duties

- To support the implementation of KS3 teaching.
- To assist in the preparation of materials to enable the delivery of effective lessons across Key stage 3.
- To record and monitor student performance.
- To maintain and safeguard the teaching environment and equipment.
- To maintain a working knowledge of all appropriate developments.
- To exploit the use of ICT as appropriate to enhance the learning and teaching process.
- To assist in developing and implementing strategies for the teaching of students with Special Educational Needs to include Gifted and Talented provision.
- To contribute to the development of differentiated material, resources, activities and homework.
- To contribute to developments in learning and teaching.
- To contribute to developing curriculum links i.e. Transition and Cross Curricular developments.
- Provide progress and impact reports as requested by the Leadership Team
- Lead on parental meetings following fixed term suspensions including the collation of all necessary documentation in advance of a fixed term suspension and to record the meeting and actions at a Readmit Meeting.
- Make daily follow-up phone calls to parents of absent pupils who have been identified as at-risk of failing to achieve academically, to challenge absences and encourage early return to school.

Arrangements for Appraisal of Performance

- To be appraised in line with the school's current Performance Management Policy by the Line Manager.

Review Arrangements

- The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the postholder at the time.

Footnote

The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to her/him by the Principal or Assistant Principal. This job description may be reviewed at any time via consultation between the governing body and/or the SLT and the post-holder as may be necessary and appropriate to the needs of the Academy.

Signed by:

Postholder: _____ Date: _____

Executive Principal: _____ Date: _____

POST: Manager of PLC			
Characteristics	Essential	Desirable	Assessment
To have a good general education with minimum GCSE Grade C or above in Maths and English.			Application Interview
Needs a minimum of 2 years' experience working within an educational setting			Application Interview
Experience of working with vulnerable and disaffected students.			Application Interview
Experience of working with troubled families and students with poor attendance.			Application Interview
Awareness of current legal requirements, national policies and guidance on the safeguarding and promotion of the wellbeing of children and young people.			Application Interview
Ability to work effectively as part of a team.			Application Interview
Will be able (or willing) to undertake training to be a first aider.			
Have a high level of confidence and competency working on Sims			
Will be solution focussed and able to adapt quickly to resolving issues.			Application Interview
Able to set clear objectives and prioritise effectively.			Application Interview
Ability to use initiative.			Application Interview
Ability to be well motivated and enthusiastic.			Application Interview
To have good interpersonal skills and be flexible.			Application Interview
Ability to undertake training to develop in accordance with the needs of the post.			Application Interview
To have a smart appearance and be honest and reliable.			Application Interview

To have good attendance record and be punctual.			Application Reference
To be cleared by Police check to work with children.			Disclosure & Barring Service