


# Recruitment Pack Academic Reintegration Manager



ALWAYS  
LEARNING

## Introduction

Dear Applicant,

Thank you for your interest in the role of Academic Reintegration Manager in Scott Medical and Healthcare College. Scott Medical and Healthcare College joined Greenshaw Learning Trust (GLT) on 1<sup>st</sup> January 2021.

This is a unique and exciting opportunity for an experienced and motivated individual who is committed to supporting students to achieve their academic potential both within and outside the classroom environment. You must have a desire and determination to make a significant contribution to the outcomes of students within a GLT school in Plymouth and further contribute to the life chances of the young people in the school and across the Trust.

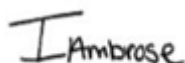
The Greenshaw Learning Trust is a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice, and learn from each other, whilst retaining and developing their own distinctive character.

The Greenshaw Learning Trust website provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information - [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk).

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect our own.

If you would like an informal conversation about this role, please contact Naomi Leech, Acting Headteacher via email [nleech@scottcollege.co.uk](mailto:nleech@scottcollege.co.uk)

Please find enclosed a recruitment pack and we look forward to receiving your application



Isabel Ambrose

Assistant Director of Secondary Education, GLT

## **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## Scott Medical and Healthcare College – About us



Scott Medical and Healthcare College is situated in the vibrant waterfront city of Plymouth in the South West, which is packed full of historical interest, cultural attractions and set in an area of outstanding natural beauty with easy access to several national parks and award winning blue flag beaches.

We are a relatively new social, health and medical care studio school for 13 – 19-year-olds and welcomed our first cohort of students in September 2017. We moved into our brand new, self-contained and purpose built, medical centred facility in September 2018. Our staff and students benefit from the modern specialist teaching and science rooms which houses specialist equipment, mentoring and coaching suites and a fitness gym. Our Ofsted inspection graded the school as “Good” and the full report can be accessed via the following website address:  
<https://scottcollege.co.uk/ofsted-report-2020>

Medicine and health and social care is one of the largest employment sectors in the region and the demand for skilled entrants into employment remains high. We work in close partnership with Plymouth University’s Faculty of Health: Medicine, Dentistry and Human Sciences, University Hospitals Plymouth NHS Trust and Livewell Southwest to bring about a new approach to learning, blending traditional teaching with real, project-based learning and work experience.

We aim to inspire students with a thirst for learning, a drive to succeed and a curiosity to learn, develop and care. Our vision is for a school providing the medical and healthcare professionals of the future, transforming the life chances of all of our young people. We shall provide an education which will enable students to enter higher education and the job market with key specialist medical and healthcare experience as well as having the work experience, skills and attitudes which will enable them to move into employer or higher education and become valued staff to prospective employers.

## **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Assistant Headteacher
<b>Line Management:</b>	N/A
<b>Contract:</b>	1 year temporary contract
<b>Salary:</b>	Grade D SCP (8 – 14) £20,493 - £23,080 pro rata
<b>Hours of Work:</b>	37 hours per week x 39 weeks per year
<b>Place of Work:</b>	Scott Medical & healthcare College, Plymouth

**Medical Examination:** Appointments are subject to a satisfactory medical report.

**Superannuation:** Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

**Holiday Entitlement:** This is a term time only appointment therefore your annual leave entitlement is paid within your annual salary.

**Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All teaching and support members of staff must undertake the required pre-employment checks which include the uptake of references both professional and personal and a satisfactory enhanced Disclosure and Barring Service (DBS) Check.

## **Main responsibilities and duties:**

To ensure that all students within the school are able to achieve their academic potential, be that in the classroom environment or in the Academic Reintegration Room (AR). The Academic Reintegration manager will administer and supervise the AR room which operates at the heart of the school enabling all our students to learn in disruption free lessons. For students who have chosen by their own actions not to be part of the usual daily lesson structure and routine, the centre exists to ensure that students continue their own learning separate to their peers.

## **Job Description**

### **Key Functions**

- Ensure the AR area is fully operational each day to receive any student who has been excluded from class (in line with our behaviour policy)
- Reinforce the high levels of expectations for every student and ensure these are adhered to by modelling the standards at all times.
- Promote the importance of inclusion not exclusion

### **Main Duties and Responsibilities**

- You will be responsible for the efficacy of the centre; this will include making sound assessments of the needs of children who are regularly referred to the AR and working with colleagues to promote the best outcome for each child.
- Provide challenge and motivation to ensure a calm and positive working environment reflective of disruption free learning
- Administer the AR provision by booking students in and out, maintaining accurate records of daily activities and occurrences and making contact with parents in accordance with our behaviour policy
- Liaise with subject teachers to ensure each student is provided with an appropriate study/resource pack of learning material relevant to their Key Stage, which should include a reading book.
- Report to the Headteacher/Assistant HT/ Head of Year, students who chose to continue to disengage from the expectations of the school.
- Facilitate 'Restorative Conversations' between staff and students
- Meet with senior leaders to review the progress of the students attending the facility, particularly those who require regular interventions.

### **General Duties**

- To participate in a programme of CPD
- To attend relevant wider school and Trust based training sessions
- To actively contribute to the performance management and appraisal process
- To uphold and promote the ethos and values of the Greenshaw Learning Trust

### **Behaviour and Safety**

- To have due regard for safeguarding and promoting the welfare of young people in accordance with the Child Protection/Safeguarding and Inclusion policies.
- Support and promote the school's behaviour management policy
- Ensure the learning environment engages students with learning and promotes good behaviour.
- Monitor the behaviour of students via analysis of data on Go4Schools/red cards/FTEs.
- Identify students whose behaviour is a cause for concern and report to head of year.



## Person Specification

<b>Qualifications</b> On their application form, candidates will demonstrate that they have the following qualifications/training:	Essential	Desirable
GCSE in English and Maths or equivalent at least Grade C (level 4)	✓	
Minimum level 3 qualification/training in a relevant care, development and education of children	✓	
First Aid certificate or willingness to train as a first aider		✓
<b>Experience, Skills and Knowledge</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following experience, skills and knowledge:	Essential	Desirable
Previous experience of working with children in an educational setting	✓	
Knowledge of child behaviour systems		✓
Experience of working with disengaged or disaffected young people	✓	
Knowledge and understanding of potential barriers to learning.		✓
Knowledge and understanding of how to remove barriers to learning		✓
Strong behaviour management skills	✓	
Excellent written and oral communications skills	✓	
Be highly proficient in the use of ICT	✓	
Strong administrative skills including record keeping	✓	
Have an understanding of Go4 Schools or other school based systems		✓
Proven organisational skills	✓	
<b>Personal Attributes/Qualities</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	Essential	Desirable
A desire and determination to make a significant contribution to the outcomes for young people	✓	

A commitment to the inclusive ethos of the school and a total commitment to the academic advancement of all students regardless of their ability	✓	
Demonstrate a high level of emotional resilience, stamina, empathy and flexibility when dealing with challenge and challenging circumstances	✓	
Ability to form positive relationships with young people	✓	
Is patient, tolerant with a genuine understanding of the difficulties some young people may encounter at school and home	✓	
Be passionate and committed to the health, wellbeing and safeguarding of all our young people	✓	

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## The Recruitment Process

### Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies)

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than midnight on **Monday 19<sup>th</sup> April 2021**. Applications received after this date and time will not be considered.

### Shortlisting

Shortlisting will be finalised by **Wednesday 21<sup>st</sup> April 2021**. Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### Interview Process

The interview is scheduled for **Monday 26<sup>th</sup> April 2021** and may consist of a virtual Interview via Google Hangout. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification. A further shortlisting process may then take place following this interview and shortlisted applicants will be invited to a final interview.

### Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### Taking up post

The successful applicant will take up post as soon as possible.

### Additional information

For further information, please contact the Plymouth HR team via email: [hr@sdcc.net](mailto:hr@sdcc.net)